

# 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, August 16, 2018 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 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.*

Citizen – Wendy Wayson commented on the areas of the City that were in need of attention in regards to maintenance, trash, trimming and mowing. She expressed concern regarding the front entrance to the City and the police department which for many years she personally has maintained, mowed, trimmed, and decorated for special occasions. She would like to see the City show more effort in these areas.

**Citizen – Rex Holloway** commented on the tax rate vote that is coming up. He stated the City Council needed to check or verify the figures. He commented the county had raised their property values this year. Mr. Holloway presented some figures to the City Council which Mayor Orr commented were not correct. He requested that if Rex Holloway would come to the City Hall he will explain to him the way the process works.

**5. Administrative Reports:**

Mayor Orr stated that the City Council wanted to evaluate some of the data over a time period to assist in adjusting sewer rates. The months utilized were March and July. Mayor Orr pointed out the amount of water usage in this time period indicated a little over 2 million gallons in March and a little over 3 million gallons in July.

Parks and Recreation Committee report was given by Sylvia Breen. She commented they would like to utilize some of the funds available to paint the splash pad.

Cottonwood Shores Volunteer Fire Department report was given by John Marr.

Chief Liendo gave a report on code enforcement and the police department

City Administrator / City Secretary Sheila C. Moore gave reports for the public works, water department, mowing.

Court and Building Reports were given by Bobby Herrin

City Administrator / City Secretary Sheila C. Moore advised the City Council that the Civic Center was mostly finished. Some areas outside needed to be completed and the project would be complete.

**6. Consent Agenda:**

**6.1. Minutes from a Special Workshop Meeting of the City Council held on August 2, 2018.**

**6.2. Minutes from a Regular Meeting of the City Council held on August 2, 2018.**

**6.2.1. Motion to approve the August 2, 2018 consent agenda minutes**

**6.2.1.1. Motion:** Councilmember Wayson

**6.2.1.2. Second:** Councilmember Parsons

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

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

**6.2.3. Motion: Passed**

**7. Unfinished Business:**

\*\* Motion to move Item 7.2 above Item 7.1

**Motion:** Mayor Pro Tem Trinidad

**Second:** Councilmember Parsons

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

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

**Motion: Passed**

**7.2. Discussed and considered action on adopting Ordinance 10002 (Development Regulations). As requested by Staff**

Mayor Orr opened item for discussion. The information within the ordinance was addressed as a previous meeting and brought back for adoption of new changes.

**7.2.1. Motion adopt Ordinance 10002 (Development Regulations).**

**7.2.1.1. Motion:** Councilmember Wayson

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

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

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

**7.2.3. Motion: Passed**

**7.1. Discussed and considered action on the Parks and Recreation Committee in regard to FY2017/2018 budget balance and FY2018/2019 Plans and Budget. *As requested by Staff***

Parks and Recreation Committee member Katie Erwin gave a presentation for the committee. She pointed out that they would like to request monies to paint the splash pad. They had obtained 3 bids; 1). \$8,018.75; 2). \$3,264.00 and 3). \$3,216.60. She also explained that they could have more data and information towards the budget and plan for the next meeting.

After the City Council discussed the bid proposals the came to a conclusion.

**7.1.1. Motion to authorize up to \$3,400.00 for paint for the splash pad.**

**7.1.1.1. Motion:** Councilmember Wayson

**7.1.1.2. Second:** Councilmember Parsons

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

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

**7.1.3. Motion: Passed**

**7.3. Discussed and considered action on appointing new CCPD Boardmembers. *As requested by Staff***

Mayor Orr opened the items for discussion, advising the City Council that the members that are not present can appoint their representative member at a later time.

Councilmember Wayson appointed Ray Whitis

Mayor Orr appointed Jim Bristow

Mayor Pro Tem Trinidad appointed Susan Montgomery

Councilmember Parsons appointed Tracy Carrol. He commented he still needed to confirm agreement with his nominee.

**7.3.1. Motion to accept the three confirmed nominees**

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

**7.3.1.2. Second: Councilmember Parsons**

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

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

**7.3.3. Motion: Passed**

**8. New Business**

**8.1. Discussed and considered action on lighting at Noah Thompson Park area. *As requested by resident Gary Black***

Citizen Gary Black gave the City Council a presentation regarding his request to remove and add a street light to the area around Noah Thompson. He wished to remove the light closest to the water and add one to an existing pole nearer the parking area of the Park.

Mayor Orr opened the item for discussion stating he would prefer not to remove the light in the lower end of the park but add a LED light in the requested area.

Councilmember Wayson commented the idea was good, however he would like to see the new light meet Dark Sky Requirements. He also commented that he thought that Pedernales Electric could not put a street light on a transformer pole.

All was in favor of Councilmember Wayson's idea of the Dark Sky Requirements. The circumstances of allowing on a transformer pole would be up to Pedernales Electric. There was also a pole across the street that was not a transformer pole that could be utilized.

Citizen – Wendy Wayson stated the lights at Lakeview and Magnolia were changed out by Pedernales Electric and were exceptionally bright.

It was determined there were no shrouds on the light to be Dark Sky approved.

The new light will need to be compliant with dark sky.

**8.1.1. Motion to authorize changing out to LED and add a new Dark Sky Light in area proposed.**

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

**8.1.1.2. Second: Councilmember Parsons**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Trinidad	✓		
Councilmember Parsons	✓		
Councilmember Hibdon			
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 amending Ordinance 3004 (Dangerous Buildings) in regard to IBC Codes. *As requested by Staff***

The City Council were advised of the changes presented making the ordinance compliant with the new IBC Codes.

**8.2.1. Motion to amend Ordinance 3004 (Dangerous Buildings) as presented**

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

**8.2.1.2. Second: Councilmember Parsons**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Trinidad	✓		

Councilmember Parsons	✓		
Councilmember Hibdon			
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 amending Ordinance 8007 (Nuisance) in regard to IBC Codes. As requested by Staff**

The City Council were advised of the changes presented making the ordinance compliant with the new IBC Codes.

8.3.1. Motion to amend Ordinance 8007 (Nuisance) as presented.

8.3.1.1. Motion: Mayor Pro Tem Trinidad

8.3.1.2. Second: Councilmember Parsons

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Trinidad	✓		
Councilmember Parsons	✓		
Councilmember Hibdon			
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 approving a work contract for the City Administrator. As requested by Staff**

Mayor Orr advised the City Council that Sheila Moore will be retiring in October. He stated he had met with her and asked her to remain onboard until possible sometime around the first of the year, which she agreed, depending acceptance of her contract. Mayor Orr presented the contract to the City Council. He addressed that this would allow Ms. Moore to continue working as City Administrator until a replacement could be located and fully trained.

Councilmember Wayson questioned the amount of monies that were to be paid.

The mayor advised that the amount of funds was due to a contractual agreement, not an employee agreement. There would be no City insurance, withholding, social security etc. being held or paid by the City. This would have to be paid by Ms. Moore out of her portion.

Councilmember Wayson commented he did not have a lot of time to look over the contract and wanted more time. He suggested a possible postponement.

Mayor Orr commented he did not have a problem with a postponement until next meeting.

8.4.1. Motion to postpone

8.4.1.1. Motion: Councilmember Wayson

8.4.1.2. Second: Mayor Pro Tem Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Trinidad	✓		
Councilmember Parsons	✓		
Councilmember Hibdon			
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 amending Ordinance 1109 (Meetings and Decorum) as it relates to locations for Council meetings. *As requested by Staff***

Mayor Orr opened the item for discussion.

Mayor Orr addressed the City Council and stating the reason to change the ordinance. Mayor Orr requested adding the Civic Center as well as leaving City Hall as the location to be held on the agenda each time.

Councilmember Wayson agreed with adding the addition of the civic center for Council meetings.

City Administrator / City Secretary Sheila C. Moore pointed out to the City Council that they could only have a single location stated in the Ordinance to hold the meetings.

The City Council agreed that the changes should be made as presented unless there was an issue with stating two different locations in the Ordinance.

**8.5.1. Motion to amend Ordinance 1109 (Meetings and Decorum) as it relates to locations for Council meetings.**

**8.5.1.1. Motion:** Councilmember Parsons

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

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

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

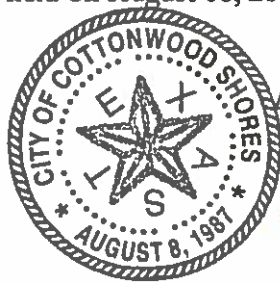
**8.5.3. Motion: Passed**

**9. Future agenda items:**

- 9.1 Tax Rate Public Hearing
- 9.2 Parks and Recreation Committee
- 9.3 Crime Control Prevention District Nominees
- 9.4 Contract with City Administrator
- 9.5 Ordinance 1109 (Meetings and Decorum) if needed
- 9.6 IBC Ordinance

**10. Adjournment: 7:13 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 August 16, 2018



Attest:

*Sheila C. Moore*

Sheila C. Moore  
City Administrator / City Secretary

PARKS & RECREATION  
COMMITTEE REPORT  
AUGUST 16, 2018

Due to personal and work related problems, we have had 3 members resign this month. We are now down to 5 who are diligently working to improve our parks one by one.

We need approval to purchase the paint necessary to redo the splash pad at the end of the season, as the cost is going up the first of September.

Here is an accounting of our money.

\$18,000.00	Budgeted
<u>40.00</u>	Donation from resident
\$18,040.00	
<u>-84.00</u>	Directional Signs for parks
\$17,956.00	

The splash pad closes Labor Day and we will get to work after that with our plans for Community Park. We might be calling on some of our community volunteers to help.

# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 8/2/2018 12:06:54 PM

Incident Type Count per Station for Date Range  
Start Date: 07/01/2018 | End Date: 07/31/2018

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
100 - Fire, other	2
111 - Building fire	1
140 - Natural vegetation fire, other	2
311 - Medical assist, assist EMS crew	6
322 - Motor vehicle accident with injuries	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>12</b>

Only REVIEWED incidents included.



**MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT**

**MID- JULY, 2018 TO MID- AUGUST, 2018**

PREPARED FOR: CITY of COTTONWOOD POLICE DEPARTMENT

**SUMMARY OF MONTHLY DOCUMENTS:**

	<b><u># of Documents</u></b>	<b><u># of Lots</u></b>
TOTAL SERVICE ORDERS RECIEVED AND / TO BE INVESTAGATED:	05	05
TOTAL NUMBER OF " NEW WARNINGS" INVESTIGATED and WRITTEN:	11	11
TOTAL NUMBER OF "CITATIONS" WRITTEN :	19	19

By: Lewis S. Feder, Code Enforcement Official

# City of Cottonwood Shores Police Department

Johnny Liendo – Chief of Police  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



The month of July brought drought and heat in the triple digits. During this time the Cottonwood Shores Police Department remained vigilant enforcing the burn ban. As you may be aware Sgt Investigator JP Pedraza #1532 is also a Cottonwood Volunteer Firefighter. Sgt JP Pedraza stayed in contact with the Fire Chief as well as other firefighters and prepared in the event of a fire.

The month of August brought an additional three criminal cases to add to the 2 open cases from last month, bringing a total of five open criminal cases.

I would like to thank Mrs. Trinidad and the Dollar General Store for their generous donation of box fans. We identified a CWS senior citizen who lives on a very limited budget. Thanks for Mrs. Trinidad this senior citizen will sleep a little more comfortable.

The month of August also brought concerts and events to neighboring cities which spiked our call volume, five of these calls ended up as DWI arrest.

The past few months we have had several incidents involving Mental Health patients. These type of incidents require specialized training to how to handle these patients. In the past we have been able to contact the Burnet County Sheriffs Office as they have a Certified Mental Health Peace Officer. On a couple occasions we did not have access to a MHMR Peace Officers as they have also seen a spike in these matters as well. With this being said I am sending one of my officers to a MHMR Peace Officer course which is being hosted by the Horseshoe Bay Police Dept and Burnet County Sheriffs Office. I believe this 40 hours FREE course will assist the Cottonwood Shores Police Department on handling these sensitive matters.

## Calls for Service for the month of July 2018

Security Checks – 328  
Traffic Stops – 129  
Warnings – 90  
Citations – 48  
W/M - 81  
W/F – 42  
H/M – 7  
H/F – 2  
B/M - 1

# **PUBLIC WORKS REPORT**

## **Work Orders Completed**

**7/13/18 to 8/10/18**

## **Water Department**

**Water leaks: 5**

**Sewer leak/Stoppages: 0**

**Connects: 11**

**Reconnects: 1**

**Disconnects: 6**

**Disconnects for non- payment of services: 6**

**Re-establishment of service: 4**

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

**Billing Problems/Water Audits: 1**

**Sewer Taps: 0**

**Water Taps: 2**

**Lift Stations: 2 one work order made /no work order made after hour/weekend callout**

**Check/Replace cleanouts: 0**

**Meter Head Change outs: 4 no work order made included in meter reading time**

**Meter reading: 4 days**

**Utility locate: 9**

**Open Water dept. work orders: 6**

## **Public Works**

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

**Trim Trees:** 1

**Potholes:** at multiple locations thought the city no work order made

**Signs:** 1

**Misc. Calls:** 6 that work orders were made

**Culverts cleaned --repaired-installed or replaced:** 3

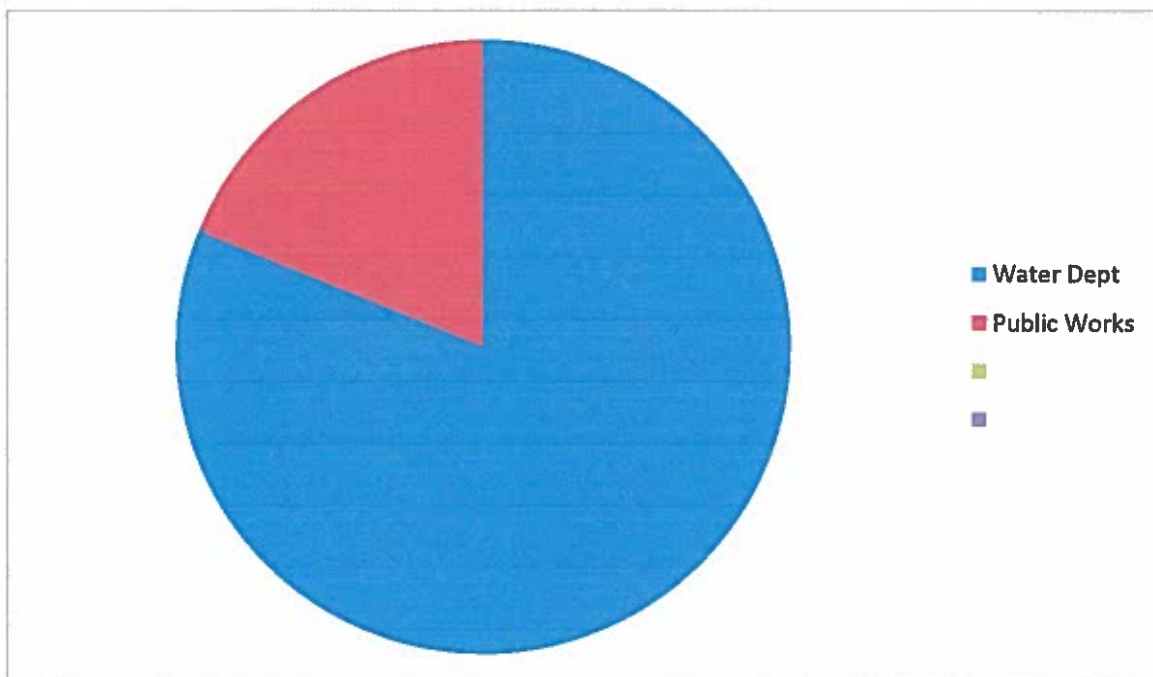
**Road Work:** we still have to go back and tie in driveways on those roads

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

Cleaning off splash pad, cleaning out drain and checking supplies in restrooms Friday, Monday, and Wednesday's

**Public works open work orders:** 7



**City of Cottonwood Shores  
Municipal Court Monthly Report  
Additional Activity**

Court: 720270600		Number Given	Number Requests for Counsel
Month: 7	Year: 2018		
1. Magistrate Warnings			
a. Class C Misdemeanor		0	
b. Class A and B Misdemeanors		0	0
c. Felonies		0	0
			<b>Total</b>
2. Arrest Warrants Issued			0
a. Class C Misdemeanor			0
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			\$2179
b. Remitted to State			\$1439
c. Total			\$3617

## 2018 Building Permits

Date	Name	Address	Type	Permit #	Permit & Tap Fees
7/3/2018	Kenneth & Debra Ulbricht	618 Fir Lane	Fence and Swimming Pool	03072018-618	50.00
7/5/2018	Leroy Ferrill - Hewer Homes	859 Pecan Lane	New Single Dwelling	05072018-859	645.00
7/12/2018	Gerald Hudson	837 Pine Lane	Remodel	12072018-837	225.00
7/12/2018	Bruce Kunz	504 Knights Row	New Single Dwelling	07122018-504	645.00
7/24/2018	David Santee	724 Driftwood Lane	New Mobile Home	18072018-724	550.00
7/26/2018	Johnny & Tesa Whitley	645 Knights Row	Remodel - Casita	26072018-645	250.00
7/31/2018	David & Teresa Ortiz	641 Aspen Lane	Porch Addition	31072018-641	25.00

Total Collected

2,390.00

2	New Single Dwelling
1	New Mobile Home
2	Remodels
1	Fence & Pool
1	Porch Addition