

# 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: Travis Hockensmith



Councilmember: Cheri Trinidad  
 Councilmember: Marley Porter  
 Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

## REGULAR CITY COUNCIL MEETING MINUTES

### **\*\* NOTICE \*\***

The City Council held a regular meeting on Thursday, March 20, 2014 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. Regular Meeting Called to Order: 6:00 pm
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	√		
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

*City Secretary Sheila Moore announced that a quorum was present.*

3. Pledge of Allegiance to U.S. and Texas flags was led by Mayor Donald Orr

#### 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 comments.*

5. **Administrative Reports:** *City Administrator report, Grant Administrator report, Public Works report, Library report, Police report, Court report attached. No report from CWS VFD. Mayor reported on water usage.*

#### 6. Audit Presentation:

**Minutes of a Regular Meeting of the City Council held on March 20, 2014**

**6.1. Discuss and consider action on approving the 2012-2013 Audit as presented by Bill Girmsley of Alton Thiele CPA**

**6.1.1. Motion to approve 2012-2013 Audit**

**6.1.1.1. Motion: Councilmember Porter**

**6.1.1.2. Seconded: Councilmember Hockensmith**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

**6.1.2. Vote: Yea: 5 Nay: 0 Abstain: 0**

**6.1.3. Motion: Passed**

**7. Consent Agenda:**

**7.1. Minutes from a Regular Meeting of the City Council held on March 6, 2014**

**7.1.1. Motion to accept March 6 minutes**

**7.1.1.1. Motion: Councilmember Porter**

**7.1.1.2. Seconded: Mayor Pro Tem Sherry**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

**7.1.3. Motion: Passed**

**8. Old Business:**

**8.1. Discussed and considered action on Zoning Change from R-1 to M-1 on lots 155, 156 and 157 in Scarlet Oaks Section. *As requested by Frances Ornelaz, 620 Driftwood, CWS***

**8.1.1. Motion to postpone indefinitely until requestor brings back to Council**

**8.1.1.1. Motion: Councilmember Porter**

**8.1.1.2. Seconded: Mayor Pro Tem Sherry**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

**8.1.2. Vote: Yea: 5 Nay: 0 Abstain: 0**

**8.1.3. Motion: Postponed**

Motion was made to move Item 9.1. up so Engineer Steve Kallman would not need to sit through entire meeting if he didn't wish to do so.

Motion: Councilmember Hockensmith

**Seconded: Mayor Pro Tem Sherry**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

**Vote: Yea: 5 Nay: 0 Abstain: 0**

**Motion: Passed**

**Motion was made to vacate previous motion**

**Motion: Mayor Pro Tem Sherry**

**Seconded: Councilmember Hockensmith**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

**Vote: Yea: 5 Nay: 0 Abstain: 0**

**Motion: Passed**

**Motion was made to move Item 9.2. up so Engineer Steve Kallman would not need to sit through entire meeting if he didn't wish to do so.**

**Motion: Mayor Pro Tem Sherry**

**Seconded: Councilmember Hockensmith**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

**Vote: Yea: 5 Nay: 0 Abstain: 0**

**Motion: Passed**

**9.2. Discussed and considered action awarding the Bid and approving Change Order No. 1 for the Boat Ramp Park Improvements. *As requested by Grant Administrator Karrie Cummings Engineer Steve Kallman presented bids on Boat Ramp Project. MC Fonseca was low bidder at \$302,215. Budget was \$164,560. Several items had to be cut out of the original bid; will be able to build main elements of the project only.***

**9.2.1. Motion to award bid to Fonseca and approve Change Order #1 pending approval from the Army Corps of Engineers**

**9.2.1.1. Motion: Councilmember Porter**

**9.2.1.2. Seconded: Councilmember Trinidad**

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		

Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

9.2.3. Motion: **Passed**

8.2. Discussed and considered action on the purchase of a Roller/Compactor. *As requested by Staff*  
*Some I&S funds available.*

8.2.1. Motion to authorize purchase of the Holt Cat CB34B

8.2.1.1. Motion: Councilmember Hockensmith

8.2.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on water rates. *As requested by Staff*  
*Mayor Orr feels the City needs to raise rates a little at a time vs. 1 large increase. Councilmember Wayson made a presentation suggesting raising only potable water, not wastewater. Councilmember Sherry disagreed with raising rates because residents have been conserving water.*

8.3.1. Motion to postpone and readdress in August

8.3.1.1. Motion: Mayor Pro Tem Sherry

Motion died for lack of a second

8.3.1. Motion to begin process of raising potable water rates to CPI Index

8.3.1.1. Motion: Councilmember Wayson

8.3.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry		√	
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

8.3.3. Motion: **Passed**

8.4. Discussed and considered action on appointing Doris Basham as an alternate member on the Board of Adjustment. *As requested by Staff*

8.4.1. Motion to appoint Doris Basham as an Alternate Member on the BOA

8.4.1.1. Motion: Mayor Pro Tem Sherry

8.4.1.2. Seconded: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		

Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

8.4.3. Motion: **Passed**

8.5. Discussed and considered action on a maintenance agreement with Holt for the Backhoe and Motor Grader. *As requested by Staff*

8.5.1. Motion to authorize maintenance agreement for PM1, PM2 and PM3

8.5.1.1. Motion: Councilmember Porter

8.5.1.2. Seconded: Councilmember Wayson

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

8.5.3. Motion: **Passed**

8.6. Discussed and review the Board of Adjustments responsibilities. *As requested by Staff*  
*The Zoning Ordinance states what the BOA responsibilities are per TLGC. BOA will follow Ordinance and hear variance requests. A Lot Combination is not a variance.*

9. New Business:

9.1. Discussed and considered action on amending Ordinance 1005 (Financial Management).

*As requested by Staff*

*Councilmembers to send Sheila their recommended changes to Ordinance 1005 to present at next meeting.*

9.1.1. Motion to postpone until next meeting.

9.1.1.1. Motion: Councilmember Porter

9.1.1.2. Seconded: Councilmember Hockensmith

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

9.1.3. Motion: **Postponed**

9.3. Discussed and considered action on amending Ordinance 13001 (Water/Wastewater regarding Tap Fees. *As requested by Staff*

9.3.1. Motion to amend Ordinance 13001 as presented

9.3.1.1. Motion: Councilmember Hockensmith

9.3.1.2. Seconded: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
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Mayor Pro-Tem Sherry	√		
Councilmember Hockensmith	√		
Councilmember Trinidad	√		
Councilmember Porter	√		
Councilmember Wayson	√		

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

9.3.3. Motion: **Passed**

10. Future agenda items:

- 10.1. Fire Control Plan
- 10.2. Burnet County Road Project
- 10.3. Financial Management Ordinance
- 10.4. Parks Commission
- 10.5. Reimburse portion of water and sewer to new residents and developers as others tie in
- 10.6. Form Subgroup to look into alternate grants

11. Adjournment at 8:22 pm.

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on this agenda, as authorized by the Texas Government Code including, but not limited to Sections: 551.074 (Consultation with Attorneys), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts & Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code.

The preceding document is a true and accurate reflection of the minutes of the Regular City Council Meeting of the City of Cottonwood Shores, held on March 20, 2014.



A handwritten signature in blue ink that reads "Sheila C. Moore". The signature is fluid and cursive.

Sheila C. Moore  
City Administrator/City Secretary

## City Council Meeting – March 20, 2014 – City Administrator Report

Parks Commission – Of the 4 meetings scheduled for the Parks and Recreation Commission since its new structure in January, 2 have been cancelled for lack of a quorum and 1 member has not attended any of the meetings nor contacted anyone regarding the absences. I will be placing an item on the agenda for Council to review the Commission at the next meeting.

Highway 2147 Project – Mayor Orr and I met with Commercial Businesses this morning that had issues with what TxDot's Engineers have developed as a "desirable" driveway width and their plan to utilize their Right of Way on the north side of 2147. 3 business owners attended and voiced their concerns. City agreed to set up a meeting with TxDot for early next week if possible to discuss.

Councilmember Wayson and Public Works are meeting Monday the 24th to go over plans to begin repairing sections of Dogwood Lane. Drainage issues will be addressed as well as restoring the street back to 20ft in width.

Mayor Orr and I met with VFD Chief Hyslop to discuss issues regarding fire hydrants in the City. On Monday, March 24, Joey and VFD will test each hydrant to verify they are working and at correct specifications. On Monday, March 31, a rep from ISO will do a field survey on the hydrants.

ISF workers came out and worked at the Nature Preserve and moved most of the brush, part was chipped and the rest was piled for later processing.

Community Service Juveniles came out and started clearing the Doss property at 841 Westwood and filled a large dumpster of trash that has been hauled off. They also removed all the signage and most of the old shrubs in front of the PD. Wendy and I and anyone else who would like to help will be updating the landscaping in the next couple of weeks.

Patty Doss has since quick claimed the 841 Westwood property for \$10 to Jesus Ramirez. Mr Ramirez has worked out a payment plan with the Tax Assessor to pay off the \$6,000 in back taxes. He has also agreed to complete the property clean up within the next 2 months. 3

The Interlocal Agreement with Burnet County has been approved by the commissioners board and we will discuss which roads to top at the next Council Meeting. Joe Don said the cost would be \$16,000 for a mile. Last year we were only able to spend what we had received from the tax levy, but this year hope to be able to do at least 2 to 2.5 miles. With the \$35,000 we have budgeted plus some extra. About \$40,000.

# INTEROFFICE MEMORANDUM

**TO:** CITY ADMINISTRATOR

**FROM:** SHERRY HENDERSON

**SUBJECT:** MONTHLY REPORT FOR FEBRUARY

**DATE:** 2/1/2014 – 2/31/2014

## **LIBRARY REPORT**

Sherry Henderson , Librarian

03/10/2014

## **LIBRARY USAGE FOR THE MONTH OF FEBRUARY 2014**

### **LIBRARY VISITORS**

111

### **OTHER LIBRARY SERVICES**

Bingo

Pot Lucks

Church services

### **NEW PARTONS**

6

### **BOOKS**

20

### **VIDEOS**

65

### **COMPTER ACTIVITY**

34

### **WI-F USAGE LAPTOPS INSIDE AND OUTSIDE USAGE(estimate)**

59

### **NEW MATERIALS**

We have had several new books donated to our library. Sylvia Breen donated books and Horseshoe Bay donated books.

**LIBRARY UPDATE:** Our first Saturday Children's Story Hour was a success! Ann Kay read to 10 children and they all seemed to be having a good time and understanding the story.



**Municipal Court****February 2014**

<b>Description</b>	<b>Retained</b>	<b>Disbursed</b>	<b>Total Collected</b>
Cash & Checks Collected	\$353.39	\$241.52	\$594.91
Jail Time Credit:	\$0.00	\$170.53	\$0.00
<u>Credit Card Payments:</u>	<u>\$119.81</u>	<u>\$129.47</u>	<u>\$249.38</u>
<b>Totals:</b>	<b>\$473.20</b>	<b>\$541.52</b>	<b>\$844.29</b>

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**Court:**

January Court is over. Most plead out and are in deferred disposition. We picked up some more Community Service hours, that is if they report here to do it.

Completed court paperwork from that court.

The one that wanted a jury trial now changed her plea and received deferred disposition.

Warrants have been issued for the ones that did not show up.

Advised Judge the warrants are ready for signature.

He came by and signed all of the paperwork I had for him.

February Court was cancelled by Linda Bayless due to political needs.

March Court: 3/25

Pending Cases. (15)

- 6 Traffic Violations – Speeding
- 1 Traffic Violation – Fail to Control Speed – Accident
- 2 Ordinance Violations – Animals at Large
- 1 Non Traffic Violation – Public Intoxication
- 1 Non Traffic Violation – Expired Inspection Sticker
- 1 Non Traffic Violation – Driving While License Invalid
- 1 Non Traffic Violation – No Driver’s License
- 1 Non Traffic Violation – Criminal Mischief < \$50
- 1 Non Traffic Violation – Failure to Appear

All paperwork is prepared; the Judge came by and signed it so it can be mailed off.

**Bobby Herrin**  
Municipal Court Clerk



**City of Cottonwood Shores Police Dept.**  
**Harold L. Piatt – Chief of Police**  
[chief.piatt@cottonwoodshores.org](mailto:chief.piatt@cottonwoodshores.org)

March Report  
3/20/14  
Period Covered 2/21 to 3/14/14

12 traffic citations  
2 felony arrests  
2 civil calls  
3 DWI arrests

The first round of city ordinances violations notices grace period expires on 3/15. We will be rechecking the properties for compliance on 3/17 and we will be working with the city attorney on how to proceed. The question will be how we notify those who are not complying that they are now in violation and will be required to appear in court.

Harold Piatt  
Police Chief  
Cottonwood Shores

## Administrative Report

March 20, 2014

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1. The Boat Ramp Bid opening meeting was March 5<sup>th</sup> at 3:30am. We had 4 contractors bid on the job with the lowest bidder being M&C Fonseca Construction Co., Inc. in the amount of 302,215.55. Steve Kallman has revised and come up with a plan to reducing the construction to 163,210.55. A more detailed explanation of this will come up later in the meeting.
2. Roger Wayson is working on the Army Corp permit to make sure everything is in compliance and they have all the updated information they need for us to continue.
3. Grant Development Service, Sheila, and I had our four month conference call with Russ Robertson with TDA for the Sludge Grant 713109. We are ahead of schedule on this project by about 2 months and Russ seems very pleased.
4. The electrical installation is finished at the water plant in the metal building.

# PUBLIC WORKS REPORT

## Work Orders Completed

### Water Department 29

Water leaks: 4

Sewer leak/Stoppages: 1

Connects: 10

Disconnects: 2

Misc. calls for water dept.: 6

Billing Problems/Water Audits: 2

Sewer Taps: 1

Water Taps: 2

Lift Stations: 1

### Public Works 7

Potholes:

Signs: 1

Misc. Calls: 3

Partially completed work orders for grant project: 3

### Animal Control 19

Dogs/Cats: 7

Dead Animals: 6

Misc.: 6

