

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: 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, May 15, 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.

5. Administrative Reports:

City Administrator Sheila Moore presented her report as well as Public Works, Municipal Court, Building Official, Library reports as well as the Festival Update from Mary Ann Plumley (see attached)

Grant Coordinator Karrie Cummings presented the Grant Report (see attached)

Chief of Police Piatt gave the Police Activity Report (see attached)

No Volunteer Fire Department Report was presented.

Mayor Orr gave his report (see attached)

Minutes of a Regular Meeting of the City Council held on May 15, 2014

6. Consent Agenda:

6.1. Minutes from a Regular Meeting of the City Council held on May 1, 2014

6.1.1. Motion to accept May 1 minutes

6.1.1.1. Motion: Mayor Pro-Tem Sherry

6.1.1.2. Seconded: Councilmember Porter

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

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

6.1.3. Motion: **Passed**

7. Old Business

7.1. Council presented their nominations to fill Citizen at Large vacancy on the Development Committee. *As requested by Mayor Orr*

Councilmember Porter nominated Chris Alvarenga

Mayor Orr nominated Jim Bristow

7.2. Discussed and considered action on appointing a member to the Development Committee.

As requested by Mayor Orr

7.2.1. Motion to appoint Jim Bristow

7.2.1.1. Motion: Mayor Pro-Tem Sherry

7.2.1.2. Seconded: Councilmember Wayson

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

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

7.2.3. Motion: **Passed**

7.3. Council presented their nominations to fill vacancy on the Board of Adjustment. *As requested by Mayor Orr*

Councilmember Wayson nominated Ray Whitis

Mayor Orr nominated Manny Trinidad

7.4. Discussed and considered action on appointing a member to the Board of Adjustment. *As requested by Mayor Orr*

7.4.1. Motion to appoint Manny Trinidad

7.4.1.1. Motion: Councilmember Porter

7.4.1.2. Seconded: Mayor Pro-Tem Sherry

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

Councilmember Trinidad			
Councilmember Porter	√		
Councilmember Wayson		√	

7.4.2. Vote: Yea: 2 Nay: 1 Abstain: 0

7.4.3. Motion: **Passed**

- 7.5. Discussed and considered action on the status of contract negotiations with the Volunteer Fire Department. *As requested by Mayor Orr*
The City and VFD have had only 1 meeting to discuss the contract in 3 months. VFD having difficulty getting 2 board members scheduled to attend. Not making any progress in the discussions. No mutual Aid, equipment not working; loss of operational equipment and membership. No representation at this Council meeting even though there is a VFD discussion on the agenda, no one presented the VFD report at this meeting. Councilmember Wayson highly recommended that the VFD form agreements with neighboring departments.

7.5.1. Motion to formerly declare a Vote of No Confidence in the CWS Volunteer Fire Department

7.5.1.1. Motion: Councilmember Porter

7.5.1.2. Seconded: Mayor Pro Tem Sherry

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

7.5.2. Vote: Yea: 2 Nay: 1 Abstain: 0

7.5.3. Motion: **Passed**

8. New Business:

- 8.1. Discussed and considered action on Zoning Change Request from R1 to M1 on lots 155, 156 and 157 in the Scarlet Oaks Section. *As requested by resident Billy Duke*
Since the property has dual ownership, requestor will need to provide a letter from the other owner stating agreement with the rezoning of the lots.

8.1.1. Motion to postpone until next meeting

8.1.1.1. Motion: Councilmember Wayson

8.1.1.2. Seconded: Councilmember Porter

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

8.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.1.3. Motion: **Postponed**

- 8.2. Discussed and considered action on amending Ordinance 1109 (Meetings and Decorum) as it pertains to Agenda protocol. *As requested by Councilmember Wayson*

8.2.1. Motion to amend Ordinance 1109

8.2.1.1. Motion: Councilmember Wayson

8.2.1.2. **Seconded: Mayor Pro-Tem Sherry**

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

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

8.2.3. **Motion: Passed**

8.3. **Discussed and considered action on possibly amending Resolution 663 (Establishment of Parks Committee).** *As requested by Councilmember Porter*

8.3.1. **Motion to repeal Resolution 663**

8.3.1.1. **Motion: Councilmember Porter**

8.3.1.2. **Seconded: Mayor Pro-Tem Sherry**

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

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

8.3.3. **Motion: Passed**

8.4. **Discussed and considered action on bringing the Parks into ADA compliance with TDLR.** *As requested by Assistant City Administrator Karrie Cummings*

Aspen and Community Park are not in compliance with TDLR Architectural Accessibility. If not in compliance by June 2, the City could face a \$1,300 fine. Consider asking for an extension. The Parks Grant started in 2008. Could put Closed signs up on Castle Rock, P-Square and Patschke Springs until something can be done.

8.4.1. **Motion to ask for a 90 day extension on Aspen with a drawing showing the plan to bring into compliance. Community Park will be completed within the week.**

8.4.1.1. **Motion: Councilmember Porter**

8.4.1.2. **Seconded: Mayor Pro-Tem Sherry**

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

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

8.4.3. **Motion: Passed**

8.5. **Discussed and considered action on amending the Personnel Policy as it pertains to On-Call duty.** *As requested by City Administrator Sheila Moore*

8.5.1. **Motion to amend Personnel Policy as stated**

8.5.1.1. **Motion: Councilmember Porter**

8.5.1.2. **Seconded: Mayor Pro-Tem Sherry**

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

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

8.5.3. Motion: **Passed**

8.6. **Discussion** on a Gray Water Ordinance. *As requested by Councilmember Porter*
Water conservation – Consider rain water collection and gray water collection. Consider giving concessions to residents who conserve. Mayor Pro Tem Sherry, Councilmember Porter and City Administrator to either amend current Ordinance or develop a new Ordinance outlining the process.

8.7. **Discussion** on the City’s Master Plan. *As requested by Councilmember Porter*
Consider pushing Master Plan that was started a few years ago back to the Development Committee and get it completed. Will also need Parks and others’ input.

9. **Future agenda items:**

- 9.1. Fire Control Plan
- 9.2. Festival
- 9.3. Design guidelines for residential and commercial new development
- 9.4. Fire Marshall Ordinance
- 9.5. Culvert Ordinance
- 9.6. Discussion on Goals and Objectives of the Development Committee
- 9.7. Zoning change request
- 9.8. Discuss a line of credit opportunity for the City
- 9.9. Call for nominations for 2 alternates for the Board of Adjustments
- 9.10. Gray Water Ordinance

10. **Adjournment at 7:36 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 May 15, 2014.



Sheila C. Moore

Sheila C. Moore
 City Administrator/City Secretary

Mayors Report – 15 May 2014

1. The Boat Ramp Construction documents were signed yesterday. The construction will start in about two weeks. The boat ramp will be closed until about the end of the year when construction will end. The recycle bin will be relocated elsewhere. Also the payment schedule requires us to pay the contractor and send a copy of the cashed check to TPWD to start our reimbursement process. We will use the Utility deposit account to buffer these payments.
2. I sent the Council the EMS mid-year status report from Johnny Campbell this week.
3. We are looking at two extraordinary unbudgeted expenses as possibilities. These are to evaluate the AC system and to look at a central server system for our computers. The total of these are \$15,000 to \$18,000. We presently have \$55,000 in I&S TexPool accounts and only about \$25,000 in debt service payments due through December of this year. (Explain how I&S funds accumulate and must be spent.) Once we gather all of the information we will bring it to the Council to decide.
4. Some of the City Hall workers will attend a Web Seminar on Municipal Law put on by TML on May 29 and 30. The Council is invited even encouraged to attend; please let Sheila know if you will attend by the morning of the 26th so that she can put out a notice that there might be a quorum at this seminar.
5. Library 5th Friday Pot Luck Friday 30 May.
6. The Development Committee will bring information about the utility extension connections to the next Council meeting.
7. Plans for Financial Officer back-up during summer trip.
- √8. Discussion of April financial report and FY2015 Budget process.

City Administrator Report – May 15 Council Meeting

Another Election has come and gone! Congratulations to Cheri Trinidad, Roger Wayson and Tony Satsky. What a powerful Council this City has!!

Personnel:

The Chief and I have hired a Code Enforcement Officer. His name is John Goble and he has recently retired from the City of Burnet as their Building Official and Code Enforcer. He will be doing Code Enforcement and Building Inspection for a couple of other City's as well. John will start on May 27, working 10 hours per week.

As you may have heard, Kenny Beshears has resigned and Friday past was his last day. We are all very sad to see Kenny go; he was part of our City Hall family. But, Joey and I have hired a replacement who will also start on May 27. His name is Adam Gonzalez. Adam lives in CWS and is currently employed with Escondido in Horseshoe Bay.

Karrie and I have been in discussions with Scott and White Healthcare, asking them to come to the City Library and host some kind of event for the kids. Scott and White was excited about hosting an event with us and we firmed up plans this past Tuesday. It will be an Interactive Health Event consisting of how to prevent germs by proper washing of hands, etc. Proper nutritional snacks and drinks, which they will provide some of and other interactive things like letting the kids hear other people's heartbeats through a stethoscope etc. Scott and White pediatrician Dr. Offutt and 2 PRNs will be hosting the event. I really need everyone's help getting the word out about this event so there will be a lot of participation. If a lot of people show up, Scott and White may come back again with other events.

S.D Kallman, M&C Fonseca, Langford Management and the City had the preconstruction meeting on Wednesday for the Boat Ramp Grant Project. All documents were approved and signed and M&C Fonseca has the green light to mobilize and begin construction within 10=15 days.

Holt-Cat delivered a loaner roller compactor this week for us to use until our new one is delivered. We will be starting work on the 600 block of Dogwood asap. We have ordered the base and have begun prep work. Marble Falls Independent School District has called about the hazards of Dogwood for their bus drivers and wants us to repair.

The Chief picked up the last new Police Vehicle this week. After a rocky start, it is raring to go. Deavon will be putting on the CWS decals and installing the interior equipment. I am very proud of our new fleet of Police Vehicles and I'm sure you are as well. One more step in upgrading our little City.

PUBLIC WORKS REPORT

Work Orders Completed

Water Department

Water leaks: 7

Sewer leak/Stoppages: 1

Connects: 2

Disconnects: 3

Misc. calls for water dept.: 8

Billing Problems/Water Audits: 1

Sewer Taps: 0

Water Taps: 0

Lift Stations: 0

Public Works

Potholes:

Signs: 1

Misc. Calls: 7

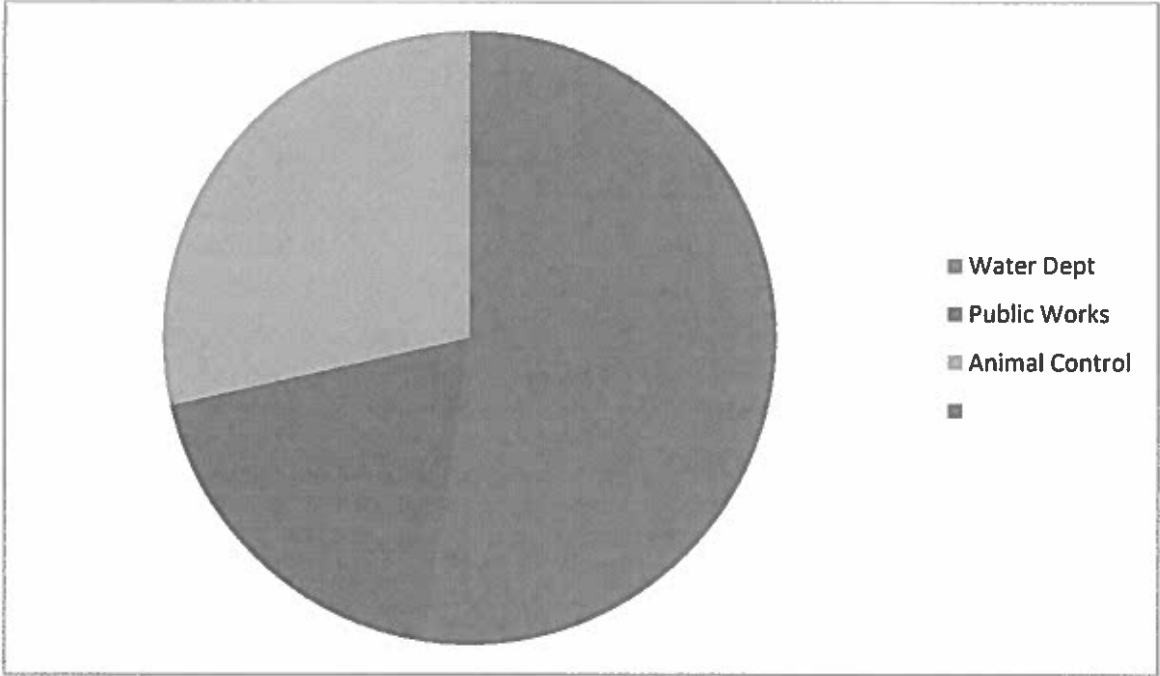
Traffic control for county during road topping

Animal Control

Dogs/Cats: 5

Dead Animals: 2

Misc.: 5



Municipal Court

April 2014

Description	Retained	Disbursed	Total Collected
Cash & Checks Collected	\$1,256.15	\$703.90	\$1,960.05
Jail Time Credit:	\$554.20	\$137.80	\$692.00
<u>Credit Card Payments:</u>	<u>\$734.82</u>	<u>\$386.95</u>	<u>\$1,121.77</u>
Totals:	\$2,545.17	\$1,228.65	\$3,773.82

City of Cottonwood Shores

Building Permit Report 2014 - David Brasich

Date Issued	Property Owner	Physical Address	Permit #	Section	Lot #	Permit Description	Plan Review	# 11 Cleanup	# 12 Permit	# 13 Inspections	Other Charges	Total Paid
4/16/2014	Charles & Sandra Keaton	851 Asper	160414	Yellowstone	100	Shed Building Permit	\$50.00				\$119.50	\$169.50
4/25/2014	Robert Hughes	3731 Lakeview	250414	Highland Lakes	15 & 16	Porch / Driveway	\$50.00		\$25.00		\$48.00	\$123.00

INTEROFFICE MEMORANDUM

TO: CITY ADMINISTRATOR

FROM: SHERRY HENDERSON

SUBJECT: MONTHLY REPORT FOR APRIL

DATE: 4/1/2014 – 4/31/2014

LIBRARY REPORT

Sherry Henderson , Librarian

05/6/2014

LIBRARY USAGE FOR THE MONTH OF APRIL 2014

LIBRARY VISITORS

178

OTHER LIBRARY SERVICES

Bingo Pot Lucks Church services

NEW PARTONS

6

BOOKS

68

VIDEOS

30

COMPTER ACTIVITY

22

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

75

NEW MATERIALS

We had a donation from Howard Strange of a \$100 to buy new books. We also had a printer donated to the library from Stephen Sherry. I have been in touch with Wal Mart for a donation to buy some new books also. ie. Best Sellers.

LIBRARY UPDATE:

.

Festival Update:

The negotiations with the Vol Fire Dept are completed and plans for the Cottonwood Rocks Festival are moving forward.

I spent last Saturday going through the Market Days on Main St in Marble Falls handing out cards to the vendors recruiting them to come to Cottonwood Rocks on October 18th.

Set up for the vendors and cookers will start at 7am and will run from 9am – 6 pm with the concert from 6-10pm. If they choose to stay open later, they can, ALL must be cleaned up and off the grounds by concert end.

To date, there are approximately 13 booths reserved, not including the BBQ cook off spaces and the advertisement hasn't even started yet! Everyone I have talked to, in the city and out, has been very excited about the idea and seems to be looking forward to it.

The band's manager will be in the city with me in several weeks to check out the festival space and if we have everything they will need to make the concert great.

I will be in the Community Park and Volunteer Fire Dept areas quite a bit in the next few weeks measuring for booths and making sure everything on the grounds will map out to everyone's benefit.

The sponsorship letters are being worked up and will be going out soon. There will be sponsorships on a smaller scale available to residents as well as corporate sponsorships.

I will be contacting Chief Piatt to go over the plans I have for security, as well as any contingency plans that may be necessary.

To recap previous meeting information...

The BBQ Cookers will be set in the Library parking lot.

Vendors will be in and along the fence lines of Community Park and the fire dept properties.

The concert will be set up on a trailer on the Oak side of Station 2 near the helipad. The helipad will be used as a dance floor for the night.

I will have more information as I get more details down. If anyone needs any information, has questions about reserving booth spaces or otherwise. please use the following email address:

Cottonwoodrocks.info@gmail.com

Mary Ann Plumley

Administrative

Report

May 15, 2014

- 1. Our 15 days of review for the Environmental Assessment for the Sludge Grant was finished on May 6th and it was overnighted back to Latrice Hertzler with Future Links who did the Environmental Assessment to be forwarded on to David Brown at ORCA. The City has been contacted by Eric Harris with LCRA. Mr. Harris has requiring a review of the plans and along with a fee of \$500 for doing the review. As soon as this is resolved Latrice will be able to forward our EA on to David Brown for release of construction funds. At that time we will begin going out for bids on our new project. So until this is resolved we are at a stand still.*
- 2. I have ordered the Reserved Handicap Parking and ADA Restroom signs for Community and Aspen Parks as per the walk through with Attila Huska TDLR. The City already has the covers for the ADA compliance on the plumbing underneath the sink at Community Park. I am still working on the ADA compliant access to the basketball court, workout equipment, grill, and playscape.*
- 3. Boat Ramp –The city is on schedule with the boat ramp project. Our Pre Construction meeting was yesterday at 3pm, with this meeting a notice to proceed with construction will happen.*

EA – Environmental Assessment

TDLR – Texas Department of Licensing and Regulations



City of Cottonwood Shores Police Dept.
Harold L. Piatt – Chief of Police
chief.piatt@cottonwoodshores.org

April 2014 Police Activity Report

15 citations
1 subpoena
1 capias
1 vco