

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: Tony Satsky



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, November 5, 2015 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 Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
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.

Debbie Bindseil, a candidate for Justice of the Peace Place 4 election addressed the council and audience giving her introduction and presentation towards accomplishing this task.

Marley Porter addressed the council and audience with information regarding the new retail plaza ground breaking date of December 17, 2016 at 11:00a.m., located next to Dollar General.

5. Mayor's Report:

Mayor Orr informed the council and audience his report will be addressed in Agenda Item 8.1

6. Consent Agenda:

6.1. Minutes from a Regular Meeting of the City Council held on October 15, 2015.

6.1.1. Motion to approve October 15, 2015 minutes

6.1.1.1. Motion: Mayor Pro Tem Sherry

6.1.1.2. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

6.1.3. Motion: **Passed**

6.2. Minutes from a Special Workshop of the City Council held on October 22, 2015.

6.1.1. Motion to approve October 22, 2015 minutes

6.1.1.1. Motion: Mayor Pro Tem Sherry

6.1.1.2. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

6.1.3. Motion: **Passed**

7. Unfinished Business:

7.1. Discussed and considered action on CWS Fire Department 2016 Contract. *As requested by Staff*

Councilmember Wayson addressed the council and stated Mayor Pro Tem Sherry and he implemented some minor changes to the contract based on last meeting's discussion. The changes were addressed individually by the council. There were minor adjustments addressed and implemented within the contract. The fire department submitted John Marr as their liaison representing the fire department.

Mayor Orr suggested putting a substantially complete clause at the end of the contract to help meet or overcome any underages or overages within. These items will be addressed by the liaisons for clarification and or action taken.

Councilmember Wayson and Councilmember Porter suggested making some additional changes within the contract.

A new contract with corrections will be presented to City Administrator / City Secretary Sheila C. Moore for the Mayor to sign and present to the VFD.

7.1.1. Motion to accept this version of the contract for presentation to the fire department.

7.1.1.1. Motion: Mayor Pro Tem Sherry

7.1.1.2. Second: Councilmember Porter

NAME	Yea	Nay	Abstain

Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

7.1.3. Motion: **Passed**

Motion to revisit item 7.1

Motion: Mayor Pro Tem Sherry
Second: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

Vote: Yea: 5 Nay: 0 Abstain: 0

Motion: **Passed**

7.1.a Revisit item 7.1. As requested by Mayor Pro Tem Sherry.

It was determined that a liaison officer representing the City of Cottonwood Shores has not been selected for the contract. Mayor Orr recommended Roger Wayson as the liaison for the City of Cottonwood Shores. Councilmember Wayson recommended Councilmember Trinidad for the liaison position. Mayor Pro Tem Sherry asked for any volunteers for this position. Mayor Orr asked all of the council for a volunteer. Councilmember Wayson decided to volunteer for this position. Cheri Trinidad will be the alternate.

7.1.1.a. Motion to accept Roger Wayson as liaison and approving the contract as discussed.

7.1.1.1.a. Motion: Mayor Pro Tem Sherry

7.1.1.2.a. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

7.1.3.a. Motion: **Passed**

7.2. Discussed and considered action on plans for CWS 30 Year Anniversary. As requested by Council.

Mary Ann Plumley presented some ideas for the anniversary of City of Cottonwood Shores. She also stipulated there was a big need to obtain some cash flow. It was noted that the city has approximately 1 ½ years to prepare for this event. A band could cost around \$600.00 or more for 4 hours of work. The idea of possibly obtaining some local talent was discussed being there are quite a few musicians located within the city. Ms. Plumley suggested possibly having the event on a Friday and/or Saturday would be excellent. Insurance would also be an issue that needs to be addressed. Councilmember Porter suggested the possible need for a committee to come up with ideas and a budget to be presented to the council. Mayor Orr suggested that if anyone that would like to work with Mary Ann on this project to

get with her within the next 35 – 45 days and bring a more solid plan and budget to present in a workshop at a later date. Mayor Orr will place this item on a January agenda for a workshop early in January.

7.2.1. Motion to take no action.

7.2.1.1. Motion: Mayor Pro Tem Sherry

7.2.1.2. Second: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

7.2.3. Motion: **Passed**

7.3. Discussed and considered action on nominations for Outstanding Citizen Awards.

Nominees are Wendy Wayson, John Marr and Jim Bristow. *As requested by Staff*

Mayor Pro Tem Sherry motioned to select Jim Bristow as the Outstanding Citizen Award. Councilmember Porter seconded the motion.

7.3.1. Motion to accept Jim Bristow as the 1st Outstanding Citizen.

7.3.1.1. Motion: Mayor Pro Tem Sherry

7.3.1.2. Second: Councilmember Porter

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			✓

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

7.3.3. Motion: **Passed**

7.4. Discussed and considered action on process for the Outstanding Citizen Awards – how often, how to obtain nominations, who are nominations given to, etc. *As requested by Staff*

Councilmember Wayson informed the council that the plaques would be here soon. It was decided that the presentation will be an agenda item. It was also suggested that Mayor Orr could write a letter for the award presentation.. Nominations for this award will be available to all of the City of Cottonwood Shores citizens. The nominations will be taken to the city council once a year on or before August of that year. Nominations or persons selected or accepted will be at the first council meeting of July. At the second meeting of July they will be voted on. At the first meeting in August the presentation of the award will be presented to the individual.

7.4.1. Motion to once a year (July); take nominations, at next meeting vote on nominations and present the award at the 1st meeting August as discussed

7.4.1.1. Motion: Mayor Pro Tem Sherry

7.4.1.2. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		

Councilmember Porter	✓		
Councilmember Wayson	✓		

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

7.4.3. Motion: **Passed**

8. New Business:

8.1. Discussed and reviewed Fiscal Year 2015 Financial. *As requested by Mayor Orr.*

Mayor Orr presented his report for the fiscal year of 2015. The main concerns are to establish, maintain, and improve growth within the city while keeping our infrastructure intact. The council as well as the staff has done an extraordinarily good job in this area. It was also discussed the need for utility services to be provided in non-serviced areas throughout the city, water being a main issue.

8.2. Discussed and considered action on PUE abandonment between lots 48, 49, 50, 58, 59, 60 and 61, Bluffview Section, Cottonwood Shores. *As requested by Marley Porter, architect and builder*

Mr. Marley Porter presented his request for the PUE abandonments. He explained which easements would be utilized and which ones would not be affected.

8.2.1. Motion to abandon the PUE easements between lots 48, 49, 50, 58, 59, 60 and 61, Bluffview Section, Cottonwood Shores.

8.2.1.1. Motion: Mayor Pro Tem Sherry

8.2.1.2. Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter			✓
Councilmember Wayson	✓		

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

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on parking options for Hill Country Theatre. *As requested by Councilmember Wayson.*

Councilmember Wayson informed the council that Manny Trinidad donated some traffic cones to be utilized at the theatre to assist in the parking of vehicles. Due to unavailability of personnel he would like to mark the streets / locations where to place the traffic cones. Councilmember Porter recommended making marks on the pavement. Councilmember Wayson stated the marks would be spray painted on. Manny Trinidad also volunteered to make stripes for parking on the streets. Mayor Orr stated that in his opinion this should not be a council action and should be addressed to staff.

8.3.1. Motion to take no action

8.3.1.1. Motion: Mayor Pro Tem Sherry

8.3.1.2. Second: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		

Councilmember Wayson	✓		
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8.3.2. Vote: Yea: 5 Nay: 0 Abstain: 0

8.2.3. Motion: **Passed**

8.4. Discussed and considered action on amending personnel Policy as it relates to merit bonuses.
As requested by Staff

Mayor Orr presented the effort the staff has put forth in the past year to develop and accomplish the tasks that have been achieved and felt staff should be acknowledged with a merit bonus. In order to do this, a clause regarding merit bonuses must be included in the Personnel Policy. Councilmember Wayson stated this seemed to be a great idea however he thought it is very general and should have a percentage limit initiated on it. Mayor Orr stated this should be a management decision.
After further discussion a motion was made.

8.4.1. Motion to accept section 6.04 Personnel Policy as presented, with notations not to exceed 2% of the total payroll budget.

8.4.1.1. Motion: Councilmember Wayson

8.4.1.2. Second: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
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 accepting proposal from S.D. Kallman, L.P. to provide Professional Engineering Services. *As requested by Staff*

Mayor Orr presented to the council that there was a need for the city to grow. Some issues needed for growth are our water and sewer limitations for big or small development. Our sewer needs are currently determined with the capacity of the Horseshoe Bay sewage facilities. They are planning to enlarge their facilities. In regard to potable water, the City's water plant pumps between 180,000 to 240,000 gallons per day. Our plant is rated for 500,000 but there is no way we can utilize it at that output considering it is 45 years old and patched together. We need to replace our water plant in the near future. S.D. Kallman can give us a list of requirement needed to accomplish these goals.

8.5.1. Motion to accept proposal from S.D. Kallman, L.P. to provide Professional Engineering Services.

8.5.1.1. Motion: Mayor Pro Tem Sherry

8.5.1.2. Second: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson	✓		

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

8.5.3. Motion: **Passed**

9. Future agenda items:

- 9.1. Zoning Ordinance 14000 Workshop for Monday, November 16, 2015
- 9.2. Discuss and consider action on online Diversity Training for council and staff

10. Adjournment: 8:05 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 5, 2015.



Attest:

Bobby Herrin
Deputy City Secretary