

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, February 19, 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.

No Citizen's Comments.

5. Administrative Reports:

City Administrator / City Secretary Sheila C. Moore reported that the yield signs approved to be installed at the intersection of Driftwood Lane and Brookwood Drive have been changed. Due to TX-Dot regulations, Mayor Orr overruled the decision and changed the two yield signs on Brookwood Drive to Limited Sight Distance Signs. Mayor Pro-Tem Sherry indicated he would like this item to be on the future agenda. Graffiti at some of the parks is becoming a big problem. Community Park was vandalized with obscene graffiti. Chief of Police Tom Williams is conducting an investigation into this matter and pursuing some leads as to who may have conducted this offense. Fm. 2147 road project is moving along as scheduled with only minor complications; some of which are water and sewer line breakage or moving. The check valve at the raw water intake line is malfunctioning and needs to be repaired or replaced.

Reports were given from the Public Works Department, Grant Department, Municipal Court, Permits, Library and Cottonwood Shores Volunteer Fire Department (See Attached). A Police Department report was presented by Chief of Police Tom Williams. Parks and Recreation Commission report was presented by Vice Chairperson Susan Montgomery.

Mayors Report: Mayor Orr addressed an issue that he obtained from Lower Colorado River Authority in reference to the extreme drought we are in. He informed all present that this area was in more of a drought situation then back in the 1950's. He did clarify that even though we are in an extreme drought situation we are in good shape as to having an ample supply of water. He also informed the council and audience that the City of Cottonwood Shores uses less water per household than the City of Austin. Mayor Orr informed the council of a problem at the raw water intake check valve. He stated that the check valve at the end of the raw water intake pipe needed to be replaced at a cost of approximately \$6,000.00 dollars. This valve is located about 2,500 feet out in the lake in approximately 25 feet of water making it extremely hard to repair or replace. He recommended if it had to be replaced than it should be relocated close to the water's edge for ease in repairs or replacement in the future He informed the council however, if this purchase became necessary it would be brought back to the council for approval. He also informed the council that the new server had been ordered and will be arriving in March and possibly be up and running in or around May 1st, 2015. It was also addressed that the city will be having the 2014 audit within the next few weeks. He also informed the council of some issues that may arise with the Texas Legislature attempting to change the tax rate rules and for the council to be aware of possible changes.

6. Consent Agenda:

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

6.2. Minutes from a Special Meeting of the City Council held on February 2, 2015

6.3. Minutes from a Regular Meeting of the City Council held on February 5, 2015

6.3.1. Motion to approve January 15, February 2 and February 5, 2015 minutes

6.3.1.1. Motion: Councilmember Porter

6.3.1.2. Seconded: Councilmember Satsky

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

6.3.2. Vote: Yea: 3 Nay: 0 Abstain: 1

6.3.3. Motion: Passed

7. Old Business:

7.1. Discussed and considered action on amending Ordinance 1005 (Financial Management). ~~As requested by Councilmember Porter.~~

Struck from agenda by Mayor Orr.

- 7.2. **Discussed and considered action amending Ordinance 3003 (Building Permits).** *As requested by Councilmember Porter.*

Struck from agenda by Mayor Orr.

- 7.3. **Discussed and considered action on adopting Ordinance 8010 (Alarm Systems).** *As presented by Councilmember Sherry.*

After a brief discussion in reference to the Residential and Commercial penalties a motion was made to approve the ordinance as written. Mayor Orr indicated the false alarm issue was occurring more from commercial or businesses than residential. Councilmember Trinidad informed the council that her opinion was to have the Commercial fee increased starting after the 3rd occurrence from \$25.00 to \$100.00.

- 7.3.1. **Motion to approve Ordinance 8010 (Alarm Systems).**

7.3.1.1. **Motion:** Councilmember Porter

7.3.1.2. **Seconded:** Councilmember Satsky

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: 0

7.3.3. **Motion:** **Passed**

- 7.3.1.a. **Amended Motion** to have commercial fees increased starting after the 3rd occurrence from \$25.00 to \$100.00.

7.3.1.a.1. **Motion:** Councilmember Trinidad

7.3.1.a.2. **Seconded:** Mayor Pro-Tem Sherry

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

7.3.2.a **Vote:** Yea: 4 Nay: 0 Abstain: 0

7.3.3.a **Motion:** **Passed**

- 7.4. **Discussed and considered action on appointing a Cottonwood Shores Volunteer Fire Department liaison.** *As requested by Mayor Orr.*

City Administrator / City Secretary Sheila C. Moore informed the council that David Brasich declined to take the position of liaison to the fire department and the Council did not have any other nominations.

Struck from agenda by Mayor Orr.

- 7.5. **Discussed and considered action on nominating and appointing one Boardmember and two Alternates to the Board of Adjustment.** *As requested by Mayor Orr.*

Mayor Orr nominated Rex Holloway as a board member for the Board of Adjustment. He also requested the council to bring back to the council at the next meeting some suggestions or nominations for alternate board members.

- 7.5.1. **Motion to appoint Rex Holloway as a Boardmember for the Board of Adjustment.**

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

7.5.1.2. **Seconded:** Councilmember Porter

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

Councilmember Porter	✓		
Councilmember Wayson			

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

7.5.3. Motion: **Passed**

8. New Business:

8.1. Discussed and considered action on lot combination for lots 411 and 412, Yellowstone Section, Cottonwood Shores, Texas. *As requested by Dennis and Victoria Lee.*

Mr. Dennis Lee presented to the council of his desire to sell the property at 850 Fir Lane, but needed to combine the lots as the property was built before the City incorporated and was built over the easement.

8.1.1. Motion to approve the combination of lots 411 and 412.

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 Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

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

8.1.3. Motion: **Passed**

8.2. Discussed and considered action on lot combination for lots 114, 115, 116, and 117, Yellowstone Section, Cottonwood Shores, Texas. *As requested by Keith LaRue*

Mr. Keith LaRue presented his intentions to build a new shop and move a house onto the lots. Wished to combine the lots into one address. Councilmember Porter indicated that he thought our city ordinances prohibited the action of moving the house. Mayor Orr informed the council moving the house was not the topic. After a short discussion it was approved to combine the lots.

8.2.1. Motion to approve the combination of lots 114, 115, 116 and 117

8.2.1.1. Motion: Mayor Pro-Tem Sherry

8.2.1.2. Seconded: Councilmember Porter

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: 0

8.2.3. Motion: **Passed**

8.3. Discussed and considered action on methods of encouraging development through reduced or rebated permit fees. *As requested by Councilmember Sherry and Mayor Orr.*

It was discussed that many cities have incentivized development by reducing or eliminating building permit fees. Mayor Pro-Tem Sherry suggested reducing some of the fees by 50 percent for this year, retroactive, with an expiration date. He also suggested rebating a portion of water and sewer tap fees. Discussion included methods of publicizing the discounts, breaks or other incentives. Councilmember Porter stated that the City should continue to charge inspection fees. It was determined more discussion on this was needed. Mayor Orr to present how discounts could affect the City's financials at the next meeting.

8.3.1. Motion to postpone to the next meeting.

8.3.1.1. Motion: Mayor Pro-Tem Sherry

8.3.1.2. Seconded: Councilmember Porter

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

Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

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

8.3.3. Motion: **Passed**

9. Future agenda items:

- 9.1. Ordinance 1005 (Financial Management).
- 9.3. Amending Ordinance 3003 (Building Permits).
- 9.4. Appointing a Cottonwood Shores Volunteer Fire Department liaison.
- 9.5. Financial aspects of reduced or rebated permit fees.

10. ELECTION AGENDA:

10.1. Discussed and considered action on adopting Ordinance 1124 (Calling a General Election) within the City of Cottonwood Shores, Texas, for the ninth (9th) day of May, 2015, for the purpose of electing a Mayor and two (2) Council Members

Discutir y considerar el curso de acción en relación a la adopción de la Ordenanza 1122 – Convocación de Elección General dentro de la Ciudad de Cottonwood Shores, Texas, para el día nueve (9) de mayo de 2015, con el fin de elegir un Alcalde y dos (2) Concejales.

10.1.1. Motion to adopt Ordinance 1122 (Moción para aprobar la ordenanza 1122)

10.1.1.1. Motion: Mayor Pro-Tem Sherry

10.1.1.2. Seconded: Councilmember Trinidad

NAME	Yea (Si)	Nay (Ahora)	Abstain (Abstenerse)
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad	✓		
Councilmember Porter	✓		
Councilmember Wayson			

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

10.1.3. Motion: **Passed** (Pasado)

10. Adjournment: 7:05 pm

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 February 19, 2015.



st:

 Sheila C. Moore
 City Administrator/City Secretary

CITY ADMINISTRATOR REPORT – 2-19-2015

Yield Signs on Driftwood at Brookwood: A Yield sign at this intersection would cause what is called a “Driver’s conflict”. Who do you Yield to? Cannot yield to a stop sign and cannot yield to the other direction. Will be replacing the stop signs with Limited Sight Distance Signs.

Obscene Graffiti at Community Park: A resident sent me an email with pictures of graffiti that defaced the playscape at Community Park. I have had the graffiti painted over and the Chief is actively investigating. Under the Texas Penal Code, graffiti is a Class B misdemeanor if the property damage is less than \$500. If anyone sees suspicious kids or adults at the parks after dark or minors out after curfew, please contact the police to investigate. Curfew hours, per Ordinance 8003 are Sunday through Thursday from 11:00pm to 6:00am and on Friday and Saturday 12:00 midnight to 6:00am.

HWY 2147 Road Project: Moving along. So far very little traffic congestion. However, there have been several incidents of broken water and sewer lines and run over meters as well as having to move a water line. Taking a lot of the PW dept. time. We are also having other issues like the check valve at the water plant that the Mayor will go over with you.

Code Enforcement: Since November, David has sent out 25 notice of violation letters. Of those 25, 9 have complied, 4 have a permit to comply, 1 was granted more time by Judge Adams in court, 2 have warrants issued for failure to appear and the rest will be going to court in March if they have not complied. Ongoing process.

Auditor Form: Please complete and mail in the provided stamped envelope at your earliest convenience.

PUBLIC WORKS REPORT

Work Orders Completed

1/9/15 to 2/15/15

Water Department

Water leaks: 6

Sewer leak/Stoppages: 2

Connects: 15

Disconnects: 7

Disconnects for non- payment of services: 15

Re-establishment of service: 14

Misc. calls for water dept.: 6

Billing Problems/Water Audits: 6

Sewer Taps: 1

Water Taps: (1) extended service line to separate two business's

Lift Stations: 2

Check/Replace cleanouts: 1

Meter Head Change outs: 0

Relocated a water line on hwy. 2147 west for the turn lane project also have spent a lot of time locating the pressure sewer main along hwy. 2147 for the retaining walls they are putting in for drainage

Public Works

Potholes: fixed potholes on willow, northwood, and westwood

Signs: 6

Misc. Calls: 5

Road Work: 1

We are currently working on stockpiling granite gravel from lots on maple to put on fir and pine to offset cost of material needed for roads

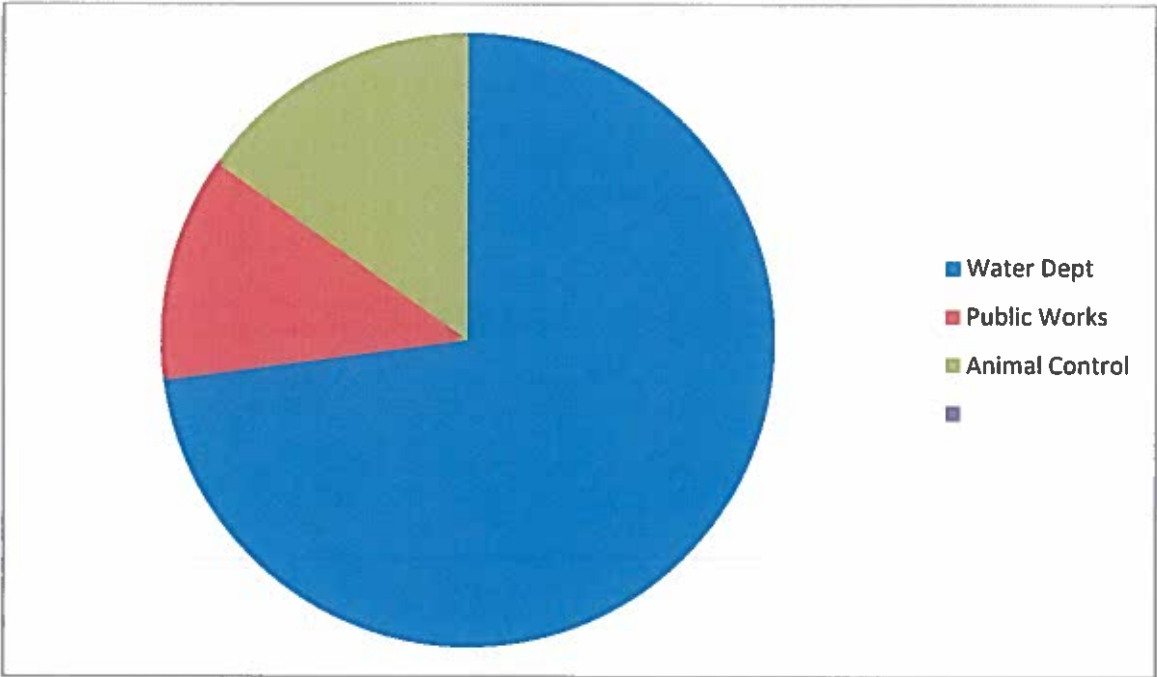
Animal Control

Dogs/Cats: 8

Dead Animals: 5

Misc.: 5

Just a note about the chart even though public works area is small does not mean there is no work being done in that area it takes more time to complete those projects then in the other areas.



**Grant
Report
January 2015**

The city of Cottonwood Shores had a ribbon cutting on January 27th at the Cottonwood Boat Ramp. I have talked to several citizens and they are thrilled with the new boat ramp. Just a friendly reminder; when using the boat ramp please park your vehicle after launching your boat so that the next boater can use it.

Our Sludge pond grant is moving right along and should be finished soon. This grant has gone extremely smooth.

We have been working with Grant Development Services on a new CDGB Grant to add 5 new fire hydrants, replace 3 of the existing fire hydrants, add new distribution lines and replace the existing electronic meters. This grant will be submitted on February 27, 2015.

Municipal Court

January 2015

Description	Retained	Disbursed	Total Collected
Cash & Checks Collected	\$681.65	\$196.55	\$878.20
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$447.86	\$48.80	\$496.66
Totals:	\$1,129.51	\$245.35	\$1,374.86

January 2015 Permits

Date	Name	Address	Permit #	Type of Permit	Total
1/6/2015	Barbara Lee	830 Westwood	O60115	Fence Permit	\$25.00
1/14/2015	Rex Holloway	3911 Lakeview	140114	Fence Permit	\$25.00
1/27/2015	Casey Smith	728 Pecan	230115	Fence Permit	\$25.00

INTEROFFICE MEMORANDUM

TO: CITY ADMINISTRATOR

FROM: SHERRY HENDERSON

SUBJECT: MONTHLY REPORT FOR January

DATE: 1/1/2015-1/28/2015

LIBRARY REPORT

Sherry Henderson, Librarian

1/3/2015

LIBRARY USAGE FOR THE MONTH OF January 2015

LIBRARY VISITORS

89

OTHER LIBRARY SERVICES

Bingo

Pot Lucks

Church services

Exercise classes and games

NEW PARTONS

5

BOOKS

29

VIDEOS

0

COMPTER ACTIVITY

10

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

69

NEW MATERIALS

LIBRARY UPDATE:

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 2/12/2015 6:48:27 PM

Incident Type Count per Station for Date Range

Start Date: 01/01/2015 | End Date: 01/31/2015

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
100 - Fire, other	1
140 - Natural vegetation fire, other	2
311 - Medical assist, assist EMS crew	5
# Incidents for 1 - Cottonwood Shores VFD:	8

Only REVIEWED incidents included.

February 2015 Calls For Service 1st thru 14th	
911 Investigation (open line)	1
Abandon Vehicle	
Alarm Calls	1
Assaults	
Assist EMS	
Assist Other Agency	3
Burglary	
Citizen Req Assistance	8
Civil Issues	1
Collisions	
Criminal Trespass	
Disturbance	1
Deceased Person	
Drug Paraphernalia	
DWI	
Follow Ups	1
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	
Public Relations	2
Reckless Driver	
Security Check	19
Stranded Motorist	
Suspicious Person	2
Traffic Stops	14
Theft	1
UUMV	
Violate City Ord	
Violate Protective Order	1
Warrant Service	2
Welfare Concerns	1

Total Calls For Service

58