

# 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: 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, August 20, 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.*

Trisha Gallagher submitted a proposal to the council to consider adding a section in the ordinances to allow for a guest house / structure to be placed on lots, if a person has at least a ½ acre or more (50 x 100); restrict it to a 1 bedroom between 500 and 700 square feet and several other options.

**5. The City of Cottonwood Shores City Council held a Public Hearing on the Crime Control and Prevention District Proposed 2015-2016 Budget and the adoption of Ordinance 11086**

**ORDINANCE 11086**

**AN ORDINANCE OF THE CITY OF COTTONWOOD SHORES, BURNET COUNTY, TEXAS, ADOPTING THE CRIME CONTROL AND PREVENTION DISTRICT BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2015 ENDING SEPTEMBER 30, 2016 AND DECLARING AN EFFECTIVE DATE.**

Mayor Orr opened the hearing for discussion. The budget was presented to the council indicating approximately \$43,000.00 dollars would be available. It was questioned about whether the budget was made available to the public for reviews prior to voting. City Administrator / City Secretary Sheila C. Moore informed the council and audience that a publication or ad had been placed in the newspaper stating you could view the budget at city hall during regular business hours.

**6. Administrative Reports:**

City Administrator / City Secretary Sheila C. Moore reported the following: The city ordered and received 2 signs (Dangerous Curve) that will be posted on Lakeview Drive between Cypress and Fir. Burnet County will be here during the week of August 25 through August 27 to assist in the preparation and paving of Fir and Pine Lanes. The city workers have the roads ready for this to be performed. They are now starting to catch up on the backlogged work orders. The city staff is currently obtaining extensive training in the new software and has more still to come. There is a new house going to be constructed in Castle Terrace, the plans have been approved. Keith LaRue is putting another house on Magnolia Lane. Marley Porter is in the process of constructing 3 homes also.

Ms. Moore also presented reports for Code Enforcement, Volunteer Fire Department, Municipal Court, Public Works, Building Report, and Grant Report. (See Reports). Within the grant report it was indicated a Public Safety grant may be possible to assist in obtaining a new police officer. The city would only have to match 25%.

Police Officer Talamantez presented the police report (See Report);

The Parks and Recreation Report was presented by Chair Whitis which informed the council of some recommendations for future work 1) ADA Picnic Tables at Noah Thompson and P-Squared Parks; 2) Need more maintenance of the parks; 3) Aspen Park needs to be kept mowed and trimmed to help prevent sand/grass burs; 4) Boat ramp requiring additional marking; 5) The installation of the Cameras at P-Squared Park will begin soon; 6) The need of a staging area within the city for tires, etc. found in the parks; 7) They would like to see no dumping signs installed at the parks.

Ms. Moore informed the Council and Parks and Recreation Commission that one of the handicap parking signs at Aspen Park had been pulled down by an unknown actor. Councilmember Wayson questioned what items or work needed to be accomplished to be able to finalize Aspen Park. Chair Whitis informed the council that he would be working with Ms. Moore to accomplish this task.

Chair Whitis informed the council that Texas Department of Transportation has some fill material that can be brought in to assist in the construction or filling in of the low areas in the parks.

Chair Whitis will consult with Ms. Moore on several items requested by the Parks and Recreation Commission. Chair Whitis also informed the council that Rex Holloway and himself will install the camera at P-Squared Park.

**7. Consent Agenda:**

**7.1. Minutes from a Regular Meeting of the City Council held on August 6, 2015.**

**7.1.1. Motion to approve the August 6, 2015 minutes with changes**

**7.1.1.1. Motion:** Councilmember Satsky

**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: 4      Nay: 0      Abstain: 0

7.1.3. Motion: **Passed**

**8. Old Business:**

8.1. **Discussed and considered action** on PUE Abandonment request for lots 12 and 13, Yellowstone Section. *As requested by Grant L. Stephenson*

Councilmember Wayson informed the council Mr. Stephenson and he had not been able to get together so far. He has set up a meeting for Friday and will see what they can work out. Mayor Orr informed them he would like to be at that meeting also. Councilmember Porter suggested granting the abandonment because it did not pertain to the drainage. After minimal discussion an agreement was made.

8.1.1. **Motion to postpone to next meeting**

8.1.1.1. **Motion:** Councilmember Wayson

8.1.1.2. **Second:** Councilmember Trinidad

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

8.1.2. Vote: Yea:      Nay:      Abstain:

8.1.3. Motion: **Passed**

8.2. **Discussed and considered action** on amending Ordinance 14000 (Zoning) as it applies to accessory structures, clarification of definitions and other verbiage. *As requested by Staff*

Mayor Orr requested to move or a motion to be made to move 8.2 down before 9.5. Councilmember Wayson requested to postpone 8.2 and 9.5 until next meeting and that a workshop prior to next meeting to discuss the topics and information should be set up. He also informed the council it may be necessary for this type of amendment(s) to be posted and or placed in the newspaper, as well as other requirements located within the Local Government Code. Mayor Orr will consult with the attorney on the legality of changing items within the zoning ordinance.

8.2.1. **Motion to postpone 8.2 until next meeting and have a workshop prior to the meeting.**

8.2.1.1. **Motion:** Councilmember Wayson

8.2.1.2. **Second:** 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 amending Ordinance 13002 (Culvert Requirement). *As requested by Councilmember Wayson*

Councilmember Wayson presented some changes he would like to see implemented in the ordinance. Councilmember Porter addressed the council and stated he was in favor of the changes.

**8.3.1. Motion to amend Ordinance 13002 (Culvert Requirement) as modified**

**8.3.1.1. Motion:** Councilmember Porter

**8.3.1.2. Second:** Councilmember Trinidad

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. New Business:**

**9.1 Discussed and considered action on adopting Ordinance 11086 (CCPD 2015/2016 Budget). *As requested by Staff***

After minimal discussion a motion was made.

**9.1.1. Motion to adopt Ordinance 11086 and the Fiscal 2015/2016 CCPD Budget**

**9.1.1.1. Motion:** Councilmember Porter

**9.1.1.2. Second:** Councilmember Wayson

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

**9.1.2. Vote: Yea: 4 Nay: 0 Abstain: 0**

**9.1.3. Motion: Passed**

**9.2. Discussed and considered action on amending Ordinance 3010 (Building) as it applies to the definition of “contiguous” and “detached.” *As requested by Staff***

Mayor Orr informed the council this item was discussed last week but was not passed. Councilmember Porter requested clarification of the definitions of the words. Could use non-contiguous. Councilmember Wayson suggested the removal of the term “Right of Way” due to controversy. Councilmember Porter suggested “buffer” to be removed. After other changes an agreement was made.

**9.2.1. Motion to amend Ordinance 3010 (Building) as discussed.**

**9.2.1.1. Motion:** Councilmember Porter

**9.2.1.2. Second:** Councilmember Wayson

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

**9.2.2. Vote: Yea: 4 Nay: 0 Abstain: 0**

**9.2.3. Motion: Passed**

**9.3. Discussed and considered action on approving Mayor Orr to sign the Interlocal Agreement with Burnet County regarding the Burnet County Jail. *As requested by Staff.***

Mayor Orr informed the council that this process has been agreed upon every year. Councilmember Wayson pointed out a few changes that must be made to correct the agreement.

**9.3.1. Motion to accept the Interlocal Agreement with Burnet County regarding the Burnet County Jail.**

**9.3.1.1. Motion:** Councilmember Porter

**9.3.1.2. Second:** Councilmember Trinidad

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

**9.3.2. Vote:** Yea: 4    Nay: 0    Abstain: 0

**9.3.3. Motion:** **Passed**

**9.4. Discussed and considered action on appointing Keith Larue as a Boardmember on the Crime Control and Prevention District Board, coinciding with Councilmember Sherry's term. *As requested by Staff.***

After minimal discussion a motion was made.

**9.4.1. Motion to appoint Keith Larue to the CCPD Board.**

**9.4.1.1. Motion:** Councilmember Porter

**9.4.1.2. Second:** Councilmember Satsky

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

**9.4.2. Vote:** Yea: 4    Nay: 0    Abstain: 0

**9.4.3. Motion:** **Passed**

**9.5. Discussed definitions of allowable structures in Districts R-1, R-2 and R-3 as well as the definition of "single family dwellings", "single family residences" and "single family structures" as stated in the City's Zoning Ordinance 14000. *As requested by Staff***

Workshop Required, No Action.

**Strike**

**9.6. Discussed and considered action on signatory authorization for checks to cover materials to pave Fir and Pine as stated in the Burnet County Interlocal Agreement. *As requested by Staff.***

Mayor Orr submitted a request to the council for the authorization to sign checks over the amount of \$5,000.00 for paving material. The check will be around \$42,000.00. The checks will be for roadwork performed by Burnet County or materials provided by them.

9.6.1. Motion to authorize signing of checks over \$5,000.00 to Burnet County for the Road work.

9.6.1.1. Motion: Councilmember Trinidad

9.6.1.2. Second: Councilmember Satsky

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

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

9.6.3. Motion: **Passed**

9.7. Discussed and considered action on City Council voting procedure. *As requested by Councilmember Porter*

Councilmember Porter proposed changing the voting procedure from "Roll Call" to "Raising of Hands". City Secretary Moore showed concerns of being able to ascertain whether a person votes/said yes or no. Ray Whitis stated to the council that in the Parks and Recreation they utilize a process of "All in Favor" and if a No is presented then a Roll Call is utilized. Councilmember Trinidad requested from Deputy Secretary Bobby Herrin which he would prefer. He indicated he liked the Roll Call Method. John Marr questioned about citizens that may be blind as to how would they know who voted for what if it was just a show of hands. Jim Bristow suggested he liked it the way it was.

9.7.1. Motion to change voting procedures to use I's and Nays.

9.7.1.1. Motion: Councilmember Porter

9.7.1.2. Second: Died for lack of second.

9.8. Discussed and considered action on plans for the City of Cottonwood Shores' 30 year anniversary. *As requested by Council.*

Mayor Orr opened the action for discussion. The question was raised if anyone had consulted Mary Ann. The Volunteer Fire Department may not be available due to prior conflicts. August 2017 is the date of the anniversary. Mayor Orr proposed to have some type of event and stated that he will consult with Mary Ann and bring it back to council. A question was raised as to whether or not this needed to be a budget item and was determined not.

9.8.1. Motion to consider no action at this time.

9.8.1.1. Motion: Councilmember Trinidad

9.8.1.2. Second: Councilmember Porter

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

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

9.8.3. Motion: **Passed**

9.9. Discussed and considered action on appointing Dr. Roger Wayson as the City's Flood Plain Administrator. *As requested by Staff.*

Roger Wayson informed the council that there are 3 online courses that need to be completed. He stated one was a mandatory course which he believed would be needed prior to being appointed. Roger Wayson agreed to take the course. Mayor Orr advised he would be appointed contingent upon completion of the course.

**9.9.1. Motion to appoint Dr. Wayson as City Flood Plain Administrator upon completion of mandatory course(s).**

**9.9.1.1. Motion:** Councilmember Trinidad

**9.9.1.2. Second:** Councilmember Satsky

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

**9.9.2. Vote: Yea:                      Nay: 0                      Abstain: 0**

**9.9.3. Motion: **Passed****

**10. Future agenda items:**

- 10.1 Road Abandonment & Exchange
- 10.2 Workshop for Ordinance 14000 – August 27, 2015
- 10.3 Illegal Dumping
- 10.4 PUE Abandonment – Grant Stephenson
- 10.5 30<sup>th</sup> Year Anniversary – Mayor Orr

**11. Adjournment: 7:17 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 20, 2015.



Attest:

*Bobby Herrin*

Bobby Herrin  
Deputy City Secretary

**August Report**

**From 8-1-15/8-14-15**

**15 code Enforcement violations have been mailed**

**2 of those violations have obtained permits**

**1 has complied**

**S.Petersen**



# Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 8/6/2015 8:52:42 PM



## Incident Type Count per Station for Date Range

Start Date: 07/01/2015 | End Date: 07/31/2015

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
100 - Fire, other	1
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	7
324 - Motor vehicle accident with no injuries.	5
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>16</b>

Only REVIEWED incidents included.

**Municipal Court****July 2015**

<b>Description</b>	<b>Retained</b>	<b>Disbursed</b>	<b>Total Collected</b>
Cash & Checks Collected	\$1,062.33	\$488.47	\$1,550.80
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$89.00	\$0.00	\$89.00
	<hr/>		
Totals:	\$1,151.33	\$488.47	\$1,639.80

# PUBLIC WORKS REPORT

## Work Orders Completed

7/13/15 to 8/13/15

## Water Department

Water leaks: 3

Sewer leak/Stoppages: 0

Connects: 14

Disconnects: 8

Disconnects for non- payment of services: 8

Re-establishment of service: 7

Misc. calls for water dept.: 18

Billing Problems/Water Audits: 2

Sewer Taps: 1

Water Taps: 3

Lift Stations: 0

Check/Replace cleanouts: 2

Meter Head Change outs: 0

Meter reading: 3 days

## Public Works

Potholes: county helped fill in potholes in the driftwood II section

Signs: 10

Misc. Calls: 8 known

*3 sewer, 2 water taps*

**Culverts cleaned –repaired-installed or replaced:** 28 to 30- after install on at least 6 places had to go back and add to the culverts even after recommending to customer a longer length than what they perceived as enough the first time discussed most went from 10 to 15 feet to 20 feet in length or more

**Road Work:** pine and fir are ready to be topped we are going back and doing touch ups and making sure everything is ready for when the county shows up. Roy, Adam, and Keith have worked very hard and put in a lot of hours getting these two roads ready and are very appreciated

We are still working on stockpiling granite gravel from lots on maple to put on fir and pine and other roads to offset cost of material needed for roads as we can

## **Animal Control**

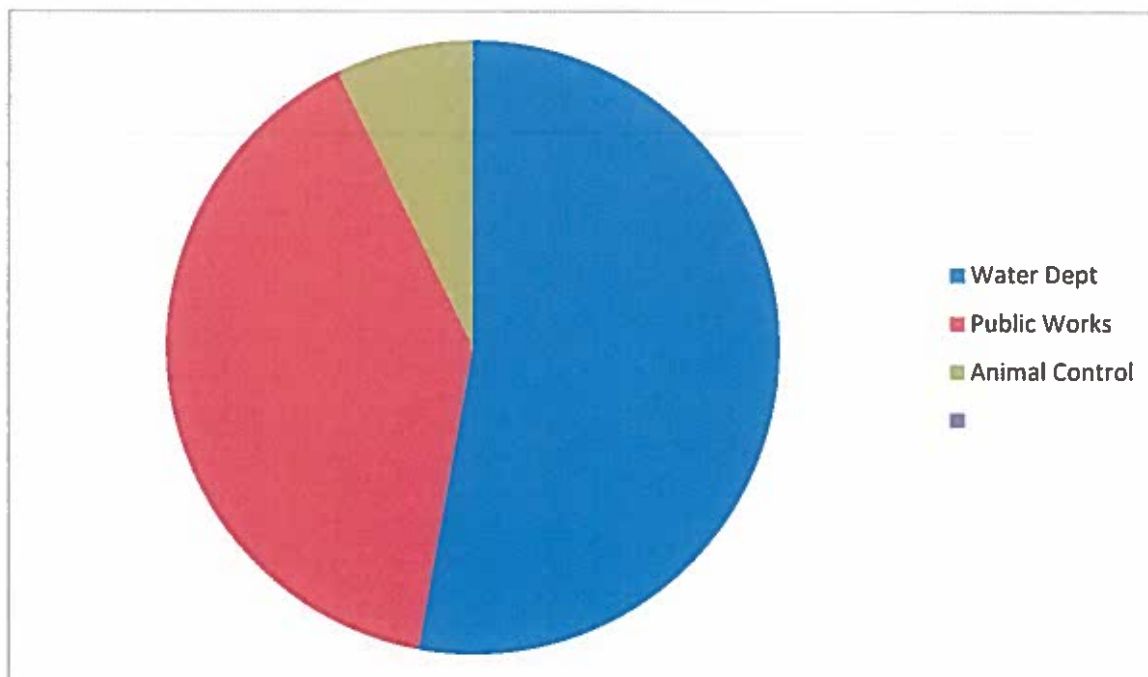
**Dogs/Cats:** 4 taken to animal shelter after they were not claimed

**Dead Animals:** 0

**Misc.:** 5 known

Cottonwood Shores PD has helped out with animal control so the interruptions that interfered with road work were kept to just a couple of calls and we appreciate that a lot, thank you

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 than in the other areas.



# Building Permits

## July 2015

7/15/2015	Jason Jamison	821 Pine lane	150715	Fence Permit	\$25.00
7/15/2015	Bryan and Katharine Ladd	759 Driftwood	140314	Permit Extension and Inspection	\$50.00
7/15/2015	Trisha Gallagher	834 Birch	100615	Moving a Structure	\$150.00

## **Grant Report**

**August 14, 2015**

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### **COPS Hiring Program (CHP)**

The Cops Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full time sworn officer needs of state local, and tribal law enforcement agencies to hire new and/or rehire career law and enforcement officers, and to increase their community policing capacity and crime prevention efforts.

These funding areas are the only allowable costs under CHP that will be approved are full time, entry level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date.

This grant will pay up to \$125,000.00 dollars in a 36 month period and the city will be responsible for 25% match. We will also need to retain the CHP funded position for an additional 12 months after the grant has finished.

The application due date is June 2016 estimated.

### **CDPP – LCRA Grant**

Starting now I will start collecting information needed for the submittal of application for a \$25,000.00 grant for a vehicle for the police department. We will need to determine how much of a match the city would like to put with this money, the higher the match the better chance we have of getting it. We will need to supply facts, information about our community and why this vehicle is necessary (this information is imperative to writing a great narrative). Bids, pictures and proposals for the vehicle we are interested in are also necessary.

The application due date is January 31, 2016

<b>Police Activity</b>	
<b>July 10th thru August 13th</b>	
911 Investigation (open line)	1
Abandon Vehicle	
Alarm Calls	1
Assaults	
Assist EMS	5
Assist Other Agency	27
Burglary	
Citizen Req Assistance	51
Civil Issues	4
Collisions	3
Criminal Mischief	
Criminal Trespass	1
Disturbance	12
Deceased Person	
Drug Paraphernalia	1
DWI	1
Follow Ups	8
Fraud Reports	
Harassment	1
Mental Health	
Missing Person	
Noise Disturbance	3
Public Relations	5
Reckless Driver	1
Security Check	70
Stranded Motorist	
Suspicious Person	2
Traffic Stops	44
Theft	2
UUMV	
Violate City Ord	17
Violate Protective Order	
Warrant Service	5
Welfare Concerns	

Total Calls For Service

265