

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 17, 2016 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 C. 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.

Doise Miers with CAMPO commented on the Wirtz Dam Road Project. She stated that they have received approximately 800 surveys back and Burnet County has also received about 800 surveys back. Stephen Sherry asked how they were defining the surveys due to the way they were presented. Roger Wayson made comments on the detriments to the City of Cottonwood Shores if this project was put in. Donald Orr commented on the cost verses benefits of the project.

Minutes of the Regular Meeting of the City Council held on November 17, 2016

Marley Porter commented on who actually owns the right-of-ways where the road would be put in.

5. Administrative Reports:

Mayor Orr advised the City Council that the TWD Board approved the loan for the new water plant. He commented he would like a PUD Development Workshop on December 1, 2016 to start at 5:00 p.m. He advised that at the regular council meeting on December 1, 2016 a full City Council, meaning all councilmembers should be present to approve the issuance of the Certificate of Obligation for the loan.

City Administrator / City Secretary Sheila C. Moore presented a newspaper article about On The Rocks Restaurant in reference to winning first place for the First Taste of Hill Country.

Cottonwood Shores Volunteer Fire Department liaison John Marr gave a fire department report;

Police Officer Sara Petersen gave a police report;

City Liaison for the Fire Department Stephen Sherry presented a report on the fire department meeting; at which time he also requested the fire department to include him on the emails.

Grant Administrator Karrie Cummings presented a report on the grants and where we were standing with them.

City Administrator / City Secretary Sheila C. Moore presented reports for the Code Official, Building Reports, Public Works, Water Department and Animal Control.

Court Clerk Bobby Herrin presented a report for the Municipal Court.

6. Consent Agenda:

6.1. Minutes from a Special Meeting of the City Council held on November 10, 2016.

6.1.1. Motion to approve the November 10, 2016 minutes

6.1.1.1. Motion: Mayor Pro Tem Sherry

6.1.1.2. Second: Councilmember Porter

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

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

6.1.3. Motion: Passed

7. New Business:

7.1 Discussed on report from Evaluation Committee on proposals for the Community Development Block Grant services contract. *As requested by Staff*

Karrie Cummings reported on the Requests for Proposals that were submitted by Carlos Colina – Vargas & Associates and Grant Development Services. After verification of pertinent information within the proposals the staff recommended Grant Development Services.

7.2 Discuss and consider action on awarding a Community Development Block Grant services contract to the firm evaluated as most qualified. *As requested by Staff*

7.2.1. Motion to award the Community Development Block Grant services contract to Grant Development Services.

7.2.1.1. Motion: Councilmember Porter

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. Discuss and consider action on authorization to adopt Resolution 693 (Participation in Texas Cooperative Liquid Assets Securities System (Texas Class)). *As requested by Staff*

Texas Cooperative Liquid Assets Securities system representative Danny King presented information regarding the background of Texas Class.

Comparison between TexPool and Texas Class were examined.

7.3.1. Motion to adopt Resolution 693 (Participation in Texas Cooperative Liquid Assets Securities System (Texas Class)).

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: 1 Abstain: 0

7.3.3. Motion: Passed

7.4. Discussed and considered action on amending Personnel Policy as it relates to sick time. *As requested by Staff*

City Administrator / City Secretary Sheila C. Moore presented her requests regarding the carrying over of sick time in the personnel policy.

Councilmember Wayson suggested possibly checking into a state program for short term disability.

7.4.1. Motion to amend Personnel Policy as it relates to sick time

7.4.1.1. Motion: Councilmember Porter

7.4.1.2. Second: Mayor Pro Tem Sherry

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. Unfinished Business

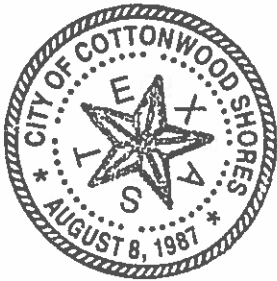
9. Future agenda items

- 9.1 Library – January
- 9.2 Right-Of-Way – Ordinance or SOP - Sheila – January
- 9.3 Plan Check and Fast Track Mayor Orr – January
- 9.4 Engineering of Streets – January
- 9.5 Heavy Equipment – December 15
- 9.6 TWDB – December
- 9.7 Workshop – Police Policy – January 12
- 9.8 Dark Sky

10. Adjournment: 7:38 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 17, 2016.

Attest:



Bobby Herrin

 Bobby Herrin
 Deputy City Secretary

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 11/1/2016 8:42:16 AM

Incident Type Count per Station for Date Range

Start Date: 10/01/2016 | End Date: 10/31/2016

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
111 - Building fire	1
151 - Outside rubbish, trash or waste fire	1
311 - Medical assist, assist EMS crew	3
# Incidents for 1 - Cottonwood Shores VFD:	5

Only REVIEWED incidents included.

Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 11/1/2016 8:43:15 AM



Incident Response Detail for Date Range

Start Date: 10/01/2016 | End Date: 10/31/2016

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
10/07/2016	2016-93	0000	10/7/2016 10:38:00	10/7/2016 10:39:00	10/7/2016 10:42:00	
10/07/2016	2016-93	5100	10/7/2016 10:38:00	10/7/2016 10:39:00	10/7/2016 10:42:00	
10/07/2016	2016-94	0000	10/7/2016 17:05:31	10/7/2016 17:05:42	10/7/2016 17:10:42	
10/07/2016	2016-94	5100	10/7/2016 17:05:31	10/7/2016 17:05:42	10/7/2016 17:10:42	
10/07/2016	2016-94	5150	10/7/2016 17:05:31	10/7/2016 17:05:42	10/7/2016 17:10:42	
10/08/2016	2016-95	0000	10/8/2016 21:42:00	10/8/2016 21:42:03	10/8/2016 21:48:34	
10/08/2016	2016-95	5100	10/8/2016 21:42:00	10/8/2016 21:42:03	10/8/2016 21:48:34	
10/17/2016	2016-96	0000	10/17/2016 08:24:00	10/17/2016 08:24:10	10/17/2016 08:30:10	
10/17/2016	2016-96	5125	10/17/2016 08:24:00	10/17/2016 08:24:10	10/17/2016 08:30:10	
10/17/2016	2016-96	5150	10/17/2016 08:24:00	10/17/2016 08:24:10	10/17/2016 08:30:10	
10/31/2016	2016-97	5100	10/31/2016 17:50:01	10/31/2016 17:50:02	10/31/2016 17:52:00	
10/31/2016	2016-97	5150	10/31/2016 17:50:01	10/31/2016 17:50:02	10/31/2016 17:52:00	

Only REVIEWED incidents included

Cottonwood Shores Police Department
Monthly Activity Report

Police Activity	
October 1st thru October 31st 2016	
911 Investigation (open line)	1
Abandon Vehicle	
Alarm Calls	1
Assaults	1
Assist EMS	1
Assist Other Agency	8
Burglary	
Citizen Req Assistance	37
Civil Issues	1
Collisions	1
Criminal Mischief	
Criminal Trespass	2
Disturbance	4
Deceased Person	
Drug Paraphernalia	
DWI / Public Intox	1
Follow Ups	10
Fraud Reports	
Harassment	
Mental Health	1
Missing Person	
Noise Disturbance	
Public Relations	
Reckless Driver	2
Security Check	70
Stranded Motorist	
Suspicious Person	6
Traffic Stops	72
Theft	1
UUMV	
Violate City Ord	17
Violate Protective Order	
Warrant Service	3
Welfare Concerns	3

Total Calls For Service

243

November Liaison Report to Council

Liaison addressed the CWSVFD Board concerning answers to the questions presented previously. The Board acknowledged and confirmed their intent to provide answers to the Council.

Councilmember Wayson presented counter arguments to CAMPO's one sided presentation of the bridge project at Octobers CWSVFD meeting.

Certification of FF1 and FF2 (SFFMA) were presented to Jenifer Baggett

Secretary's report not made public. Information in Board packets.

Treasurers report not made public. Information in Board packets.

Chiefs report will be made to council and not summarized here.

Membership applications were accepted from Justin Monzon, Fir Ln CWS and Tyler Burliegh, Birch Ln, CWS. Motions made for membership status for both applicants passed.

Motion to create an SOP for POV response to emergency calls passed. Required by insurance company.

Accreditation by TCFP was noted but still requires records, equipment, maintenance, and SOP audits.

Meeting adjourned to executive session. Reason undisclosed.

I will rely on the VFD Liaison to relate Board action and commentary post executive session.

Stephen Sherry

Liaison

Grant Report

November 17, 2016

We have hired with council approval Sal Valdez along with Grant Development Service to write two small grants. One is from Firehouse Subs for possibly one of three, first priority is 1. Cameras for the police vehicles 2. Defibrillator for the police vehicles, city hall and the Library 3. Radar for the police vehicles.

The other grant is from USDA for possibly a new sewer machine and pickup truck for the Public Works department. Having these two things would make the guys jobs a lot easier and efficient.

MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

MID- OCTOBER, 2016 - MID- NOVEMBER, 2016

PREPARED FOR THE CITY ADMINISTRATOR : MS. SHEILA C. MOORE

SUMMARY OF MONTHLY DOCUMENTS:

TOTAL SERVICE ORDERS RECIEVED TO BE INVESTAGATED: (Gladys 3) (Sheila 2)	05
TOTAL SERVICE ORDERS INVESTIGATED AND PENDING FINAL RESOLUTION	01
TOTAL SERVICE ORDERS INVESTIGATED AND RESOLVED:	04
TOTAL NUMBER OF "WARNINGS" INVESTIGATED, WRITTEN & MAILED:	03
TOTAL NUMBER OF "WARNINGS" CITIZENS COMPLIED WITH:	05
TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED:	12
TOTAL NUMBER OF "CITATIONS" CITIZENS COMPLIED WITH:	00
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (GOING TO COURT)	

NOTE:

CE20160030 TO CE20160108 warnings written from May 1, to October 31, 2016 = 78

of those warnings 20 where re-written as citations. Totaling 98 actions in the preceding 6 months.

By: Lewis S. Feder, Code Enforcement Offical

Building Permits
October & November
2016

10/12/2016	Julie's Cocina	4319 FM 2147	Temporary Building Permit	121016	
10/13/2016	Patrick & Mitchell Miller	759 Driftwood	Accessory building	131016	\$200.00
10/28/2016	Mark Henry	3715 Lakeview Dr.	Carport	162812	
4-Nov	Donald Orr	3709 Lakeview Dr.	Driveway Permit	41116	\$150.00

**City of Cottonwood Shores
Municipal Court Monthly Report
Additional Activity**

Court: 720270600 Month: 10 Year: 2016	Number Given	Number Requests for Counsel
1. Magistrate Warnings		
a. Class C Misdemeanor	0	
b. Class A and B Misdemeanors	0	0
c. Felonies	0	0
		Total
2. Arrest Warrants Issued		
a. Class C Misdemeanor		0
b. Class A and B Misdemeanors		0
c. Felonies		0
3. Capiases Pro Fine Issued		0
4. Search Warrants Issued		0
5. Warrants For Fire, Health, and Code Inspections		0
6. Examining Trials Conducted		0
7. Emergency Mental Health Hearings Held		0
8. Magistrate's Orders for Emergency Protection		0
9. Magistrate's Orders for Ignition Interlock Device		0
10. Other Magistrate's Orders Issued		0
11. Driver's License Denial/Susp./Revocation Hearing		0
12. Disposition of Stolen Property Hearing		0
13. Peace Bond Herings Held		0
14. Fine and Court Costs Satisfied by Community Service		
a. Partial Satisfaction		0
b. Full Satisfaction		0
15. Satisfied by Jail Credit		0
16. Waived for Indigency		0
17. Amount of Fines and Court Costs Waved for Indigency		\$0
18. Fines, Court Costs and Other Amounts Collected		
a. Kept by City		\$1236
b. Remitted to State		\$230
c. Total		\$1466

PUBLIC WORKS REPORT

Work Orders Completed

10/12/16 to 11/09/16

Water Department

Water leaks: 9

Sewer leak/Stoppages: 0

Connects: 5

Reconnects: 2

Disconnects: 3

Disconnects for non- payment of services: 8

Re-establishment of service: 8

Misc. calls for water dept.: 4 that work orders were made for

Billing Problems/Water Audits: 3

Sewer Taps: 0

Water Taps: 1

Lift Stations: called out to lift station #1

Check/Replace cleanouts: 2 did not have work orders made for them

Meter Head Change outs: 1

Meter reading: 3 days

Utility locate: 2 work orders made

Public Works

Potholes: we filled in pot holes but I believe the work orders were put in the miscellaneous

Signs: 3

Misc. Calls: 3 known

Culverts cleaned –repaired-installed or replaced: 2

Road Work: trimmed trees in 600 block and most the 700 block of Cyprus patched places that we could before the rain started

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

Animal Control

Dogs/Cats: 1

Dead Animals: 2

Misc.: 6 known

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.

