

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, July 21, 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 Councilmember Trinidad

Texas Flag Pledge: Honor the Texas Flag. I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

Adjourned into Workshop at 6:02 p.m.

4. 2016 – 2017 Budget Workshop

Opened Workshop at 6:02 p.m.

City Administrator / City Secretary Sheila Moore and Financial Director Karrie Cummings opened the workshop and presented information, updates and adjustment that have been entered or corrected from last budget meeting.

The council was advised that the budget was out of balance by \$562.00 dollars.

Councilmember Wayson and Councilmember Porter discussed several options and areas these funds could be allocated or obtained.

Minutes of the Regular Meeting of the City Council held on July 21, 2016

After two minor budgets the budget was in balance.

Adjourned Workshop at 6:35 p.m.

5. 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.

Citizen – Keith Patschke addressed the council projecting his appreciation in the addition of another Public Works employee to do the mowing for City properties. He stated the progress being made by the new employee was really being observed by the citizens. He also informed the council that about 2 weeks ago the water department located a water leak that seemed to have had a huge impact on the amount of water infiltrating into the sewer system and pumped to Horseshoe Bay. The leak was in the area of Maple Lane and Cottonwood Drive.

6. Administrative Reports:

City Administrator / City Secretary Sheila Moore presented reports on the Public Works, Water Department, Animal Control, and Permits (see attached);

Court Clerk – Bobby Herrin presented his report for the Municipal Court (see attached);

Code Enforcement Officer – Lewis Feder presented his report on the Code Enforcement (see attached);

Police Department - Lt. Talamantez presented his report on Police Activity (see attached).

Councilmember Wayson addressed the council and informed them that the city has three certified officers for the use of the sound meter equipment as of July 16, 2016.

John Marr / Liaison Officer for the CWSVFD presented the Fire Department report (see attached).

City Administrator / City Secretary Sheila Moore informed the council that she had attended a round table at LCRA on Dam Safety & Emergency Management.

7. Consent Agenda:

7.1. Minutes from a Regular Meeting of the City Council held on July 7, 2016.

7.1.1. Motion to approve the July 7, 2016 minutes with 1 change.

7.1.1.1. Motion: Councilmember Wayson

7.1.1.2. Second: Councilmember Satsky

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

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

7.1.3. Motion: Passed

8. New Business:

8.1 Discussed and considered action on Public Utility Easement for lots 393 and 394, Scarlet Oaks Subdivision. *As requested by Janey Lara.*

Ms. Lara presented to the council her request for the relinquishment of the Public Utility Easements between lots 393 and 394.

City Administrator / City Secretary Sheila Moore informed the council that Public Works Director Joey Krueger performed a utility locate and there were no problems.

8.1.1. Motion to approve the Public Utility Easement relinquishments between lots 393 and 394, Scarlet Oaks Subdivision.

8.1.1.1. Motion: Councilmember Porter

8.1.1.2. Second: Councilmember Satsky

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

8.2.3. Motion: **Passed**

8.2. Discussed and considered action on Public Utility Easement for lots 110, 111 and 112, Driftwood Subdivision. *As requested by Donald Sherman.*

Donald Sherman presented a request for the owners of lots 110,111 and 112 for Public Utility Easement relinquishments between the lots. He stated that they wanted to build a house on lot 110 and wanted all the lots combined. The utilities were checked out and no problems were indicated.

8.2.1. Motion to approve the Public Utility Easement relinquishments between lots 110, 111 and 112, Driftwood Subdivision.

8.2.1.1. Motion: Councilmember Porter

8.2.1.2. Second: Councilmember Wayson

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 approving CWSVFD \$500 invoice for contract goal 11.b.111 third quarter financial. *As requested by CWSVFD.*

City Liaison Officer Roger Wayson addressed the council and stated that the fire department had met all of the goals required for the 11.b.111 third quarter financial.

8.3.1. Motion to approve CWSVFD \$500 invoice for contract goal 11.b.111 third quarter financial.

8.3.1.1. Motion: Councilmember Porter

8.3.1.2. Second: Councilmember Satsky

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

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

8.3.3. Motion: **Passed**

8.4. Discussed and considered action on amending Ordinance 3001 in regard to Article VII enforcement. *As requested by City Prosecutor Nathan Kight.*

Councilmember Wayson suggested changing the verbiage from Code Officer to Code Enforcement Officer.

8.4.1. Motion to amend Ordinance 3001 in regard to Article VII enforcement.

8.4.1.1. Motion: Councilmember Wayson

8.4.1.2. Second: Councilmember Porter

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

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

8.4.3. Motion: **Passed**

9. Unfinished Business

9.1. Discussed, nominated and elected the 2016 Outstanding Citizen of the Year. *As requested by Staff*

Nominations were opened:

Mayor Orr nominated – Sylvia Breen

Mayor Pro-Tem Sherry nominated – John Marr

Councilmember Wayson nominated – Rex Holloway (Rex Holloway withdrew himself)

Citizen Debbie Holloway nominated – Carlos Naumann

Nominations were closed:

Out of the citizens nominated, a vote was cast to select a single candidate. The choice was in favor of Carlos Naumann.

9.1.1 Motion to elect Carlos Naumann as the Outstanding Citizen of the Year for 2016.

9.1.1.1. Motion: Councilmember Satsky

9.1.1.1. 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**

10. Future agenda items

- 10.1 Ordinance 1121 (Parks and Recreation) – Open Meetings Act
- 10.2 Discussion on cargo storage containers, PODS, Conex, etc.
- 10.3 Opening bids for TWDB procurement – August 18 Council meeting.
- 10.4 Discuss and consider action on city council presenting award to Police Officer Petersen.
- 10.5 Vote on Budget
- 10.6 Dark Sky; Councilmember Wayson.
- 10.7 Proposed Tax Rate

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 July 21, 2016.



Attest:

Bobby Herrin
Deputy City Secretary

PUBLIC WORKS REPORT

Work Orders Completed

6/9/16 to 7/14/16

Water Department

Water leaks: 3

Sewer leak/Stoppages/Lift Stations: 0

Connects: 4

Disconnects: 4

Disconnects for non- payment of services: 11

Re-establishment of service: 11

Misc. calls for water dept.: 1 that work orders were made for

Billing Problems/Water Audits: 1

Sewer Taps: 0

Water Taps: 0

Lift Stations: 2

Check/Replace cleanouts: 2 done on site no work order made

Meter Head Change outs: 0

Meter reading: 3 days

Utility locate: 4 work orders made

Public Works

Potholes: 3

Signs: 1 no work order for it

Misc. Calls: 17 known

Culverts cleaned –repaired-installed or replaced: have finished except for final blading and rolling on magnolia. Have started working on aspen 12 swells and 8 culverts installed or replaced

Road Work:

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

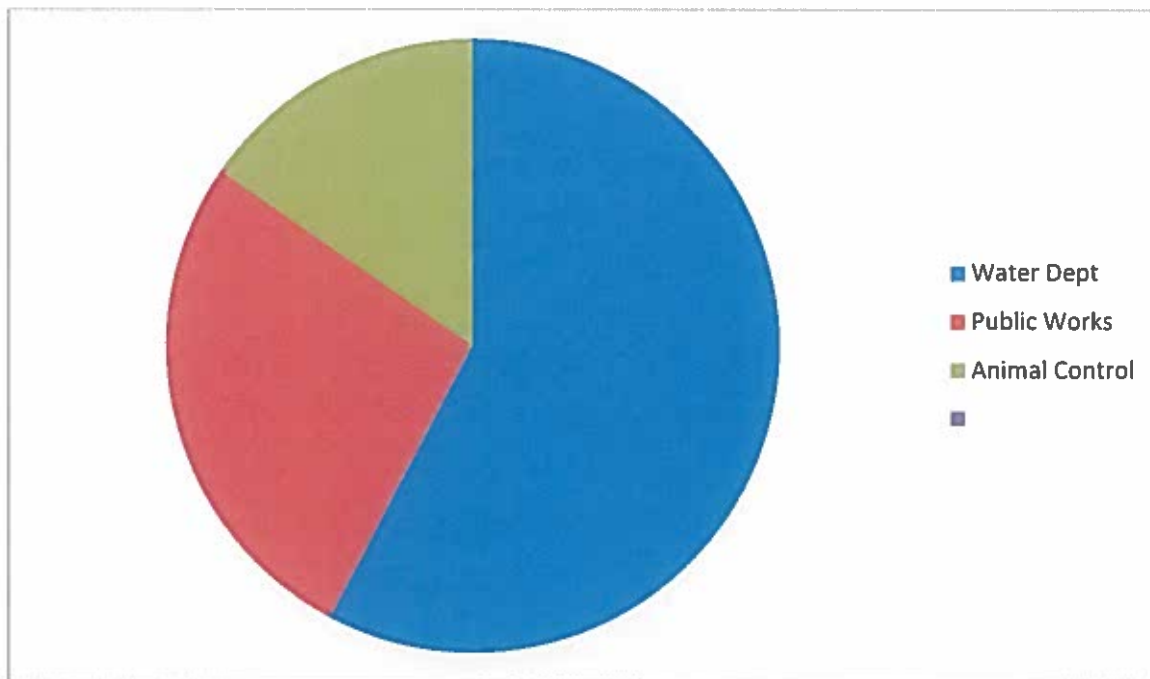
Animal Control

Dogs/Cats: 1 known work order made

Dead Animals: 9

Misc.: 2 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.



Permit Report 6/6/17/2016 – 7/15/2016

Date	Name	Address	Type	Permit #	Paid
7/14/2016	Steve Reitz Company	4305 W. FM 2147	Remodeling	170716	\$191.49

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

Court: 720270600 Month: 6 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		5
b. Class A and B Misdemeanors		0
c. Felonies		0
3. Capiases Pro Fine Issued		7
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 Hearings 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 Waived for Indigency		50
18. Fines, Court Costs and Other Amounts Collected		
a. Kept by City		\$917
b. Remitted to State		\$293
c. Total		\$1210

City - 917.00
STATE - 293.00

Total 1210.00

MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

JUNE 2016 - JULY 2016

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

CONFIDENTIAL CITIZEN COMMUNICATIONS:

(0) calls which were investigated and resulted in a written warning.* All calls must be converted to a Service Order

COTTONWOOD SHORES "SERVICE ORDERS":

(0) each service order was investigated not only for alleged problem but total property compliance.

INTERACTION WITH POLICE DEPARTMENT:

(0) Junk and/or abandoned vehicle.

INTERACTION WITH ROAD DEPARTMENT:

(0)

SUMMARY OF MONTHLY STATUTORY DOCUMENTS:

TOTAL NUMBER OF "WARNINGS" INVESTIGATED, WRITTEN & MAILED:	25
TOTAL NUMBER OF "WARNINGS" CITIZENS COMPLIED WITH:	18
TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED:	08
TOTAL NUMBER OF "CITATIONS" CITIZENS COMPLIED WITH:	01
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (GOING TO COURT)	07

By: Lewis S. Feder, Code Enforcement Officer

Cottonwood Shores Police Department
Monthly Activity Report

Police Activity	
June 8 Thru June 30	
911 Investigation (open line)	
Abandon Vehicle	
Alarm Calls	2
Assaults	
Assist EMS	3
Assist Other Agency	3
Burglary	
Citizen Req Assistance	27
Civil Issues	8
Collisions	
Criminal Mischief	
Criminal Trespass	3
Disturbance	4
Deceased Person	
Drug Paraphernalia	
DWI / Public Intox	
Follow Ups	5
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	5
Public Relations	23
Reckless Driver	2
Security Check	72
Stranded Motorist	
Suspicious Person	1
Traffic Stops	49
Theft	2
UUMV	
Violate City Ord	10
Violate Protective Order	
Warrant Service	1
Welfare Concerns	1

Total Calls For Service

221

Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 7/7/2016 9:27:19 PM



Incident Type Count per Station for Date Range

Start Date: 06/01/2016 | End Date: 06/30/2016

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
111 - Building fire	1
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	12
342 - Search for person in water	1
611 - Dispatched & cancelled en route	1
735 - Alarm system sounded due to malfunction	1
# Incidents for 1 - Cottonwood Shores VFD:	17

CWS
Police on scene 6/17 calls
BESO " " 1/17 calls

Only REVIEWED incidents included.