

**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 18, 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 Pro-Tem Sherry

**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.*

*Citizen – Rex Holloway* questioned the council in regards to a water testing report that was distributed to the public approximately 3 weeks ago. He wanted to get verification as to whether the city water had passed or failed. The information submitted was not fully understandable.

*Citizen – Keith Patschke* addressed the same issue and pointed out that the city did not have metal piping, it only had PVC therefore the lead content was actually not correct.

**Regular Meeting Adjourned at: 6:06 p.m. for hearing**

**Opened Hearing at: 6:06 p.m.**

5. **The City of Cottonwood Shores City Council held a Public Hearing on the Crime Control and Prevention District Proposed 2016-2017 Budget and the adoption of Ordinance 11090.**

**ORDINANCE 11090**

**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, 2016 ENDING SEPTEMBER 30, 2017 AND DECLARING AN EFFECTIVE DATE.**

Mayor Pro-Tem Sherry opened the hearing for discussion. The budget was presented to the council indicating approximately \$ 65,684.00 of tax revenue was budgeted.

**Closed Hearing at: 6:08 p.m.**

**Re-Opened Regular Meeting at: 6:08 p.m.**

**6. Administrative Reports:**

The police report was given by Chief Bieze. After the initial report Chief Bieze presented lifesaving awards to two officers, 1) Sarah Petersen and 2) John Michael Talamantez for performance and recognition above and beyond their regular call for duty.

**Sarah Petersen** saved a life of a person that had stopped breathing by performing CPR and bringing the person back to life.

**John Michael Talamantez** saved a life of a person that had attempted suicide and stopped breathing by performing CPR and bringing the person back to life.

Both officers received lifesaving awards /commendations and a medal.

City Administrator / City Secretary Sheila Moore presented reports for Administration, advised the City had accomplished the task of locating someone to complete the second entrance sign and a contract was in place.

Ms. Moore also addressed a letter the city received from the City of Horseshoe Bay advising that the further disposal of sludge would not be allowed in their system. It was discussed that the cost to haul it away would be approximately \$1,200.00 a month or more. The city is currently in the process of checking with the City of Marble Falls for testing and the possibility of disposal through them, otherwise the sludge would have to be transported to a facility in Austin.

Ms. Moore also addressed an issue of the public works needing vehicles in the near future. The city will meet with Gandolf Burris to discuss Firehouse Subs grants. Ms. Moore presented reports for the public works, stating the road paving may be delayed slightly to the end of September due to Burnet County being behind from all of the wet weather, Animal Control Report, and Building Permits were also given.

Bobby Herrin, Municipal Court Clerk presented a report for the court, and John Marr presented a report for the Cottonwood Shores Volunteer Fire Department.

**7. Consent Agenda:**

**7.1. Minutes from a Regular Meeting of the City Council held on August 4, 2016.**

**7.1.1. Motion to approve the August 4, 2016 minutes**

**7.1.1.1. Motion:** Councilmember Porter

**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: 5      Nay: 0      Abstain: 0**

**7.1.3. Motion: Passed**

**8. New Business:**

**8.1 Discussed and considered action on adopting Ordinance 11090 (CCPD 2016/2017 Budget). *As requested by Staff***

Mayor Pro-Tem Sherry presented information on the budget. There was a carryover from last year's budget for approximately \$10,375.00. The new budget is for \$54,783.00

**8.1.1. Motion to adopt Ordinance 11090 (CCPD 2016/2017 Budget).**

**8.1.1.1. Motion:** Councilmember Porter

**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: 5      Nay: 0      Abstain: 0**

**8.2.3. Motion: Passed**

**8.2. Discussed and considered action on Requests for Proposals and Statements of Qualifications of Bond Counsel, Financial Advisors, and Engineers pursuant to the procurement requirements associated with the City's request for financial assistance from TWDB for DWSRF in connections with the City's proposed Certificates of Obligations, Series 2016; City Council will discuss, consider and may select Bond Counsel, Financial Advisors and Engineer at this time. *As requested by Staff***

City Attorney Elliott Barner presented a report to the council about the procurement process associated with the financial assistance from TWDB for DWSRF. He explained the proposed certificates of obligations and what the city was required to provide to continue with the application process for the grant.  
City Administrator / City Secretary Sheila Moore provided to the council the staff's recommendation for acceptance, being Radcliffe – Bobbitt – Adams – Polley for Bond Council; S.D. Kallman, L.P. as

Engineers and Environmental Consultant's; and Blich Associates, Inc. for Financial Advisor. Councilmember Wayson questioned the staff's recommendation and scoring of the process. It was pointed out to Council that the staff's recommendations were not the final or official decision. It is only a suggestion and the council must make their own decisions as to whom they wanted to accept after they scored the applicant's themselves.

Councilmember Wayson made a motion which died to lack of a second.

City Attorney Elliott Barner instructed the council that they were deciding who the city would utilize for the procurement process.

Councilmember Porter indicated he would like the city attorney and city administrator to write and provide documentation of their decisions or choices as to which companies to be utilized and place said documentation into the files.

**8.2.1. Motion to accept Blich as Financial Advisor.** Prior to appointing Bond Council and Engineering Services he would like to allow staff to document their findings based on scoring criteria.

**Motion:** Councilmember Wayson

**Motion died for lack of a second**

**8.2.1.1. Motion to accept the staff's recommendations for Radcliffe – Bobbitt – Adams – Polley for Bond Council; S.D. Kallman, L.P. as Engineers and Environmental Consultant's; and Blich Associates, Inc. for Financial Advisor and staff and city attorney provide said documentation to support recommendation into the files..**

**8.2.1.1.1. Motion:** Councilmember Porter

**8.2.1.1.2. Second:** Councilmember Trinidad

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

**8.2.1.2. Vote: Yea: 4      Nay: 0      Abstain: 1**

**8.2.1.3. Motion: Passed**

**Break: 7:26 adjourned  
7:35 reconvened**

**8.3. Discussed and considered action on adopting Amended Resolution requesting financial assistance from TWDB for DWSRF. *As requested by Staff***

City Administrator / City Secretary Sheila Moore addressed the change in the amount of funding \$1,395,000 which required an amendment in the resolution for requesting financial assistance. City Attorney Elliott Barner presented the reasoning as to why the amounts needed to be changed and be resubmitted to the application process to obtain the Federal Government funding.

**8.3.1. Motion to adopt Amended Resolution requesting financial assistance from TWDB for DWSRF.**

**8.3.1.1. Motion:** Councilmember Wayson

**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: 5      Nay: 0      Abstain: 0

8.3.3. Motion: **Passed**

**8.4. Discussed and considered action on proposed Cottonwood Shores Volunteer Fire Department Contract. *As presented by Councilmember Wayson***

Councilmember Wayson addressed the council with the proposed contract to the city pointing out it was basically the same as last year with only a few goal changes.

John Marr, liaison for the Cottonwood Volunteer Fire Department addressed the council and stated the fire department had met and was in agreement with the terms of the contract as stated.

**8.4.1. Motion to approve CWSVFD contract**

8.4.1.1. Motion: Councilmember Porter

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. Called for nominations for the City's CWSVFD liaison. *As requested by Mayor Pro-Tem Sherry***

Mayor Pro Tem Sherry advised the council stating they needed to have ready for next meeting nominations for liaisons for the city.

It was also indicated liaisons may be citizens as well.

All nominations must be submitted at the next council meeting.

**8.6. Discussed cargo storage containers, PODS, Conex, heavy equipment, etc. in R-1 Zoning. *As requested by Staff***

Citizen – Keith Patschke addressed the council with some concerns he had regarding the items being discussed.

City Administrator / City Secretary Sheila Moore addressed the council and presented documentation and a photo presentation regarding the items listed above.

Councilmember Wayson mentioned some of the violation may be rectified with the ordinances already in place, but some could not.

After discussion it was decided that a committee could possibly be formed to create or amend the ordinance to address the items listed above.

City Attorney Elliott Barner stated he will send the city some examples that he has.

Citizen – Rex Holloway addressed the council and indicated he would like to be on that committee.

Citizen – Keith Patschke also indicated he would like to be on the committee.

City Administrator / City Secretary Sheila Moore informed the council that she was getting multiple complaints about people placing cargo storage containers on properties within the city, which she

has been forwarding to the council. As of this time there are no ordinances that prevent cargo containers from entering the city.

It was discussed to form a committee with the following persons Councilmember Satsky, Councilmember Porter, Citizen Rex Holloway and Citizen Keith Patschke.

The committee will draft an ordinance to cover the items discussed and present their recommendations to Council.

**8.7. Discussed a Community Garden in the City. *As requested by Councilmember Porter***

Councilmember Porter addressed the council regarding some citizens that wished to possibly have a community garden in the city. Some issues or concerns were soil suitability, fencing for both animals and people, water for the vegetation and maintenance of the garden area.

Councilmember Porter stated he will bring some suggestions to the next council meeting.

**9. Unfinished Business**

**9.1. Discussed and considered action on City Council presenting awards to Police Officers. *As requested by Councilmember Porter***

Councilmember Porter indicated he actually did not need this to be an agenda item.

**9.1.1. Motion to take no action**

**9.1.1.1. Motion:** Councilmember Porter

**9.1.1.2. Second:** Councilmember Satsky

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

**9.1.2. Vote: Yea: 5      Nay: 0      Abstain: 0**

**9.1.3. Motion: Passed**

**10. Future agenda items**


**10.1. Community Garden – Discuss and consider action;**

**10.2. Findings on storage containers**

**11. Adjournment: 8:36 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 18, 2016.



Test:  
  
 Bobby Herrin  
 Deputy City Secretary

# MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

JULY 2016 - AUGUST 2016

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

NEW SERVICE ORDERS RECIEVED: 06

INTERACTION WITH POLICE DEPARTMENT:

(0) Junk and/or abandoned vehicle. 00

INTERACTION WITH ROAD DEPARTMENT: 00

SUMMARY OF MONTHLY STATUTORY DOCUMENTS:

TOTAL NUMBER OF "WARNINGS" INVESTIGATED, WRITTEN & MAILED: 19

TOTAL NUMBER OF "WARNINGS" CITIZENS COMPLIED WITH: 16

TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED: 02

TOTAL NUMBER OF "CITATIONS" CITIZENS COMPLIED WITH: 02

TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (GOING TO COURT) 01

By: Lewis S. Feder, Code Enforcement Officer

## GRANT REPORT AUGUST 2016

The COPS website says they are currently processing applications and will announce recipients "in the fall" The awards should be presented on September 30, 2016 possibly before.

I am also working on a grant for a new public works vehicle and some lifesaving equipment for the police department. Gandolf and I will meet next week to discuss these two grants.



# PUBLIC WORKS REPORT

## Work Orders Completed

7/14/16 to 8/12/16

## Water Department

Water leaks: 2

Sewer leak/Stoppages: 0

Connects: 3

Disconnects: 3

Disconnects for non- payment of services: 11

Re-establishment of service: 11

Misc. calls for water dept.: 7 that work orders were made for

Billing Problems/Water Audits: 1

Sewer Taps: 0

Water Taps: 1

Lift Stations: 4

Check/Replace cleanouts: 1 done on site no work order made

Meter Head Change outs: 0

Meter reading: 3 days

Utility locate: 1 work orders made

## Public Works

Potholes: 1(721 pine no work order was made)

Signs: 0

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 3 swells and 8 culverts installed or replaced , unburied about 12 culverts and cleaned out so they will work again

**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

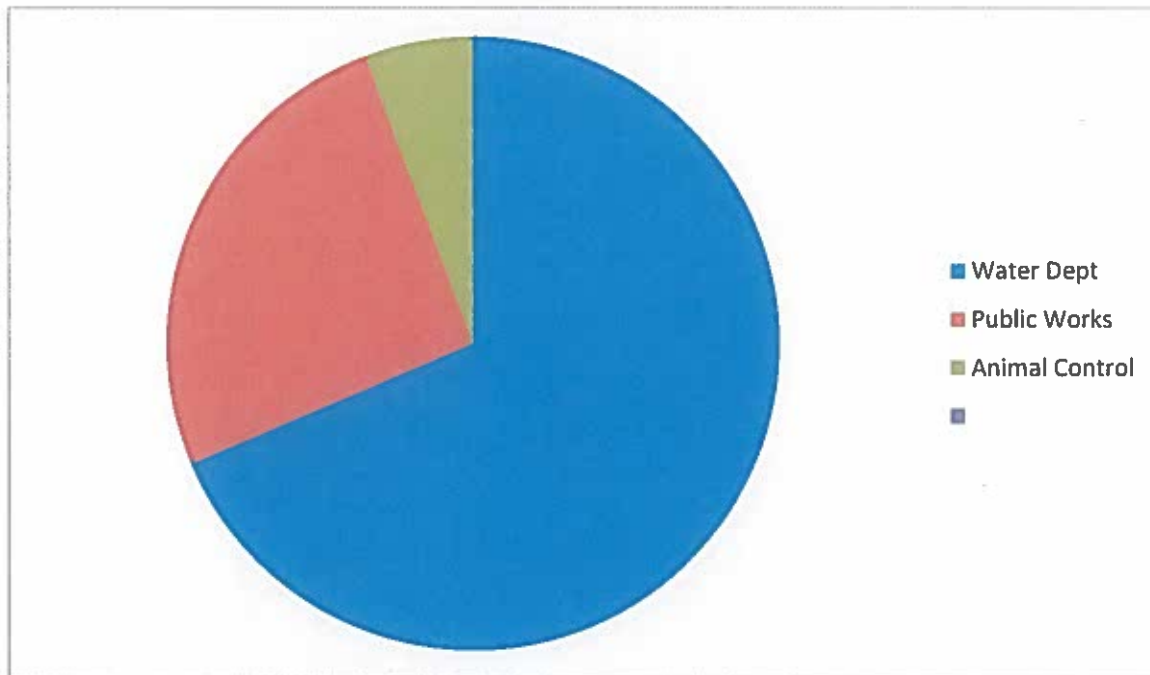
**Animal Control**

**Dogs/Cats:** 1 known work order made

**Dead Animals:** 1

**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.



# Building Permits July- August 2016

7/14/2016	Steve Reitz Company	4305 W. FM 2147	Remodeling	170716	\$191.49
7/22/2016	United Built Homes	721 Pine Lane	New Residence	220716	\$1249.25
8/5/2016	Chris Godwin	4119 W fm 2147	Remodling	050816	\$250.00
8/8/2016	Julie's Cocina	4319 W. FM 2147	Foundation - temporary permit	050816	

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

Court: 720270600	Number Given	Number Requests for Counsel	
Month: 7      Year: 2016			
1. Magistrate Warnings			
a. Class C Misdemeanor	0		
b. Class A and B Misdemeanors	0	0	
c. Felonies	0	0	
		<b>Total</b>	
2. Arrest Warrants Issued			1
a. Class C Misdemeanor			0
b. Class A and B Misdemeanors			0
c. Felonies			0
3. Capiases Pro Fine Issued			4
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 Waved for Indigency			\$0
18. Fines, Court Costs and Other Amounts Collected			
a. Kept by City			\$1901
b. Remitted to State			\$1209
c. Total			\$3110

Cottonwood Shores Police Department  
Monthly Activity Report

<b>Police Activity</b>	
<b>July 1st thru July 31</b>	
911 Investigation (open line)	2
Abandon Vehicle	
Alarm Calls	1
Assaults	1
Assist EMS	1
Assist Other Agency	11
Burglary	2
Citizen Req Assistance	48
Civil Issues	5
Collisions	3
Criminal Mischief	
Criminal Trespass	1
Disturbance	5
Deceased Person	
Drug Paraphernalia	
DWI / Public Intox	
Follow Ups	10
Fraud Reports	
Harassment	
Mental Health	
Missing Person	
Noise Disturbance	
Public Relations	
Reckless Driver	2
Security Check	106
Stranded Motorist	
Suspicious Person	4
Traffic Stops	85
Theft	1
UUMV	
Violate City Ord	20
Violate Protective Order	
Warrant Service	1
Welfare Concerns	6

Total Calls For Service

315

# Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 8/1/2016 12:01:39 PM



## Incident Type Count per Station for Date Range

Start Date: 07/01/2016 | End Date: 07/31/2016

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
111 - Building fire	1
311 - Medical assist, assist EMS crew	7
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>8</b>

Police CW: 1/8  
BCO      1/8  
             $\frac{1}{8}$   
             $\frac{2}{8}$

Only REVIEWED incidents included.

# Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 8/3/2016 3:26:40 PM



## Incident Response Detail for Date Range

Start Date: 07/01/2016 | End Date: 07/31/2016

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
07/02/2016	2016-68	0000	7/2/2016 23:55:32	7/2/2016 23:55:37	7/2/2016 23:57:24	
07/07/2016	2016-69	0000	7/7/2016 21:05:27	7/7/2016 21:06:03	7/7/2016 21:08:25	
07/08/2016	2016-70	0000	7/8/2016 03:50:34	7/8/2016 03:50:36	7/8/2016 03:52:28	
07/11/2016	2016-71	5150	7/11/2016 10:00:00	7/11/2016 10:01:00	7/11/2016 10:15:00	
07/14/2016	2016-72	0000	7/14/2016 14:00:00	7/14/2016 14:02:00	7/14/2016 14:04:00	
07/20/2016	2016-73	0000	7/20/2016 09:25:20	7/20/2016 09:25:51	7/20/2016 09:28:11	
07/20/2016	2016-74	0000	7/20/2016 21:47:45	7/20/2016 21:47:45	7/20/2016 21:49:39	
07/21/2016	2016-75	0000	7/21/2016 14:28:44	7/21/2016 14:28:49	7/21/2016 14:31:05	

1. 2 min + 27 sec
2. 2 min + 22 Sec.
3. 2 min + 32 Sec
4. 14 min + 0 Sec
5. 2 min + 0 Sec
6. 2 min + 20 Sec
7. 1 min + 45 Sec
8. 2 min + 16 Sec

Only REVIEWED incidents included

# Cottonwood Shores Volunteer Fire Department

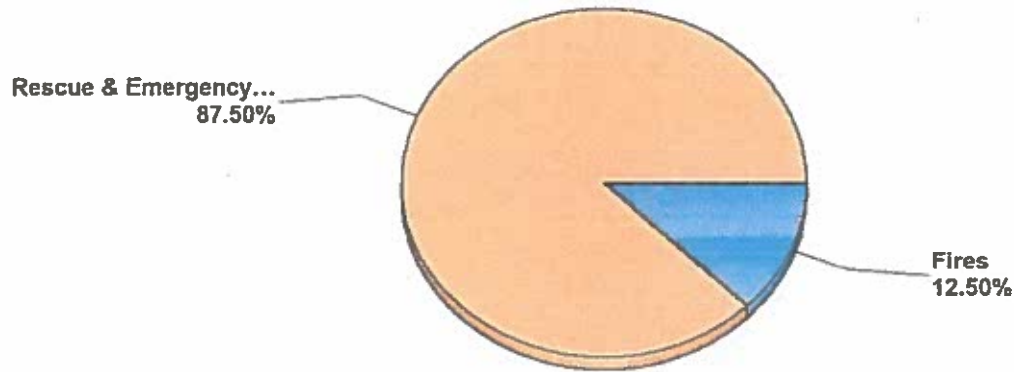
Cottonwood Shores, TX

This report was generated on 8/3/2016 3:30:03 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2016 | End Date: 07/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	12.50%
Rescue & Emergency Medical Service	7	87.50%
<b>TOTAL</b>	<b>8</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.