

**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: Cheri Trinidad  
 Councilmember: Vacant



Councilmember: Vacant  
 Councilmember: Brigitte Thomas  
 Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

**REGULAR CITY COUNCIL MEETING MINUTES**

**\*\* NOTICE \*\***

The City Council held a regular meeting on Thursday, December 14, 2017 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 Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
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.*

Councilmember Wayson commented that one of the city's ex-mayors Janelle Long was in the hospital in very serious condition and the city may want to keep her in their thoughts.

Mayor Orr stated the staff and he both would like to express their deepest concerns towards Janelle and her family and would most definitely keep her in their thoughts.

**5. Administrative Reports:**

Mayor Orr commented to the City Council that he had sent out the budget updates today.

City Administrator / City Secretary Sheila C. Moore submitted reports for the Public Works, Water Department, Animal Control, and Code Enforcement.

Chief Liendo gave a report on the Police Department.

John Marr submitted a report for the Cottonwood Shores Volunteer Fire Department.

Court Clerk Bobby Herrin submitted reports on the municipal court and building permits.

City Administrator / City Secretary Sheila C. Moore stated to the City Council that she has been working on the Health Insurance and that it will more than likely be going up next year.

**6. Consent Agenda**

**6.1. Minutes from the Regular Meeting of the City Council held on December 7, 2017.**

**6.1.1. Motion to approve the December 7, 2017 minutes**

**6.1.1.1. Motion:** Mayor Pro Tem Trinidad

**6.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

**6.1.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**6.1.3. Motion: Passed**

**7. New Business**

**7.1. Discussed and considered action on acceptance of Community Development Block Grant #7217080 from the Texas Department of Agriculture. *As requested by Grant Development Services***

This item was covered in the last City Council meeting therefore a motion to strike this item from the agenda was made.

**7.1.1. Motion to strike this item from the agenda.**

**7.1.1.1. Motion:** Mayor Pro Tem Trinidad

**7.1.1.2. Second:** Councilmember Wayson

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

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

**7.1.3. Motion: Passed**

**7.2. Discussed and considered action** on authorizing signors in connection with TDA CDBG Grant Project 7217080 documents. *As requested by Grant Development Services*

Grant Development Services Gandolf Burriss explained the implementation of this item referencing moving monies or amending a contract.

**7.2.1. Motion** to authorize signors in connection with TDA CDBG Grant Project 7217080 documents

**7.2.1.1. Motion:** Mayor Pro Tem Trinidad

**7.2.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

**7.2.2. Vote:** Yea: 3      Nay: 0      Abstain: 0

**7.2.3. Motion:** **Passed**

**7.3. Discussed and considered action** on a Code of Conduct in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services*

Grant Development Services Gandolf Burriss explained the implementation of this item, and stating it covers elected officials or employees within this contract.

**7.3.1. Motion** to accept a Code of Conduct in connection with TDA CDBG Grant Project 7217080.

**7.3.1.1. Motion:** Mayor Pro Tem Trinidad

**7.3.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

**7.3.2. Vote:** Yea: 3      Nay: 0      Abstain: 0

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

**7.4. Discussed and considered action** on passage of a Section 3 Local Opportunity Plan in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services*

Grant Development Services Gandolf Burriss explained the implementation of this item, regarding low to moderate income contractors. He stated it also allows and encourages the use of local or low income companies and persons.

**7.4.1. Motion** to approve passage of a Section 3 Local Opportunity Plan in connection with TDA CDBG Grant Project 7217080

**7.4.1.1. Motion:** Mayor Pro Tem Trinidad

**7.4.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			

Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

7.4.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.4.3. Motion: **Passed**

7.5. Discussed and considered action on a Resolution prohibiting the use of excessive force during Civil Rights demonstrations in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services*

Grant Development Services Gandolf Burriss explained the implementation of this item, covering the use of excessive force during civil right demonstrations that may occur and the local Police Department may be required to monitor.

7.5.1. Motion to pass the Resolution prohibiting the use of excessive force during Civil Rights Demonstrations in connection with TDA CDBG Grant Project 7217080.

7.5.1.1. Motion: Mayor Pro Tem Trinidad

7.5.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

7.5.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.5.3. Motion: **Passed**

7.6. Discussed and considered action on passage of Section 504 Policy regarding against discrimination based on handicap in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services*

Grant Development Services Gandolf Burriss explained the implementation of this item, stating that physical or mental rights must not be violated or discriminated against. He also stated that all complaints must be in written form, verbal complaints will not be accepted.

7.6.1. Motion to accept the passage of Section 504 Policy regarding against discrimination based on handicap in connection with TDA CDBG Grant Project 7217080

7.6.1.1. Motion: Mayor Pro Tem Trinidad

7.6.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

7.6.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.6.3. Motion: **Passed**

7.7. Discussed and considered action on proclaiming January as Fair Housing Month in the City of Cottonwood Shores in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services*

Grant Development Services Gandolf Burris explained the implementation of this item, stating that each city must carry out some type of fair housing action. This action must also be posted in the local newspaper which will be by Grant Development Services. It was mentioned that most cities or counties have their Fair Housing Month in April instead of January.

A motion was first made to change Fair Housing Month from January to April.

**Motion to change the Fair Housing Month from January to April**

**Motion:** Mayor Pro Tem Trinidad

**Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

Vote: Yea: 3      Nay: 0      Abstain: 0

Motion: **Passed**

**7.7.1. Motion to accept proclaiming April as Fair Housing Month in the City of Cottonwood Shores in connection with TDA CDBG Grant Project 7217080**

**7.7.1.1. Motion:** Mayor Pro Tem Trinidad

**7.7.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

7.7.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.7.3. Motion: **Passed**

**7.8. Discussed and considered action on adopting a Citizen Participation Plan in connection with TDA CDBG Grant Project 7217080. As requested by Grant Development Services**

Grant Development Services Gandolf Burris explained the implementation of this item, stating it was like the 504 plan but not a handicap plan. He also stated again all complaints must be in a written form. No verbal.

**7.8.1. Motion to adopt the Citizen Participation Plan in connection with TDA CDBG Grant Project 7217080.**

**7.8.1.1. Motion:** Mayor Pro Tem Trinidad

**7.8.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

7.8.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.8.3. Motion: **Passed**

**7.9. Discussed and considered action on a Resolution regarding Civil Rights activities in connection with TDA CDBG Grant Project 7217080. *As requested by Grant Development Services***

Grant Development Services Gandolf Burris explained the implementation of this item, stating the Resolution addressed the topic thus allowing the city to pass all items individually and accept them.

**7.9.1. Motion to adopt Resolution regarding Civil Rights activities in connection with TDA CDBG Grant Project 7217080**

**7.9.1.1. Motion:** Mayor Pro Tem Trinidad

**7.9.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

**7.9.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**7.9.3. Motion: **Passed****

**7.10. Discussed and considered action on approval of survey (to be re-platted) of lots 51-72, 74, 75, Bluffview Section and a 1.268-acre portion of Ridgeview Drive, Bluffview Section. Road exchange not included in approval at this time. *As requested by New Castlerock Development***

Mayor Orr explained to the City Council the reasoning to approve the survey. He also covered that the road exchange was not to be included in the approval. He pointed out the easements that were added.

Mayor Pro Tem Trinidad stated that on the survey the street beside Huey O's needed to be renamed as approved by the City Council last meeting to Castle Mountain.

Mayor Orr commented that they would be combining four of the lots by Huey O's into one but an easement would be in the middle of the lot behind Huey O's.

No paperwork will be officially signed until all easements and roadways have been established or completed. This survey approval will only allow construction of the roads to begin and be completed.

**7.10.1. Motion to approve the survey (to be re-platted) of lots 51-72, 74, 75, Bluffview Section and a 1.268-acre portion of Ridgeview Drive, Bluffview Section. Road exchange not included in approval at this time.**

**7.10.1.1. Motion:** Mayor Pro Tem Trinidad

**7.10.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

**7.10.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**7.10.3. Motion: **Passed****

**8. Old Business**

**8.1. Discuss and consider action on Water Plant Fence Planting. *As requested by Councilmember Wayson.***

Councilmember Wayson gave a presentation as to what he believed to be a method of landscaping around the fence at the water plant. He commented that lantana and sage would be utilized in some areas costing approximately \$1,062.00. He also stated a drip water system could cost around \$700.00 to \$1,000.00. A



pressure valve must also be installed to maintain a water pressure of 50 pounds. He suggested a total cost would be approximately \$2,062.00

Councilmember Wayson will head up the project if approved.

Mayor Pro Tem Trinidad stated that she felt the amount should be rounded to \$2,100.00.

**8.1.1. Motion to accept the water plant fence planting at a cost of 2,100.00**

**8.1.1.1. Motion:** Mayor Pro Tem Trinidad

**8.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

**8.1.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**8.1.3. Motion: **Passed****

**9. Workshop**

**9.1. Workshop on Personnel Policy, Ordinance 9011 (Coordinated Management) and Ordinance 1005 (Financial Management)**

Mayor Orr opened the workshop at 6:48 p.m.

Mayor Orr covered several items. He covered the ordinance that changed employing a marshal to a chief of police. He showed several repeals or amendments of various ordinances and some that still needed to be amended.

Councilmember Wayson covered several items as well showing definitions he had obtained and areas of achieving the materials covering them.

General duties of officers was covered.

It was stated that the police department had to operate under the TCOLE rules and regulations by state law which superseded city ordinances.

Mayor Orr stated he would bring all the Ordinances discussed with revisions to adopt at a future meeting.

Mayor Orr closed the workshop at 7:33 p.m.

**8. Old Business: (Continued)**

**8.2. Discuss and consider action on amending Ordinance 1005 (Financial Management). *As requested by Staff***

**8.2.1. Motion to postpone amending Ordinance 1005 (Financial Management)**

**8.2.1.1. Motion:** Mayor Pro Tem Trinidad

**8.2.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	✓		
Vacant			
Vacant			
Councilmember Thomas	✓		
Councilmember Wayson	✓		

8.2.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.2.3. Motion: Passed

8.3. Discuss and consider action on amending Ordinance 9011 (Coordinated Management). *As requested by Staff*

8.3.1. Motion to postpone amending Ordinance 9011 (Coordinated Management).

8.3.1.1. Motion: Mayor Pro Tem Trinidad

8.3.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro Tem Trinidad	√		
Vacant			
Vacant			
Councilmember Thomas	√		
Councilmember Wayson	√		

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

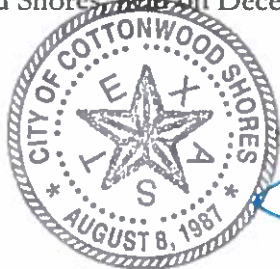
8.3.3. Motion: Passed

9. Future agenda items

- 9.1. Ordinance 1005 (Financial Management).
- 9.2. Ordinance 9011 (Coordinated Management).
- 9.3. PEC – Bus Stop Location Street Lights
- 9.4. Streets to be paved in 2018
- 9.5. Ordinance 9002 (Chief of Police)

10. Adjournment: 7:43 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 December 14, 2017.



Attest:

*Sheila C. Moore*

Sheila C. Moore  
City Administrator / City Secretary