

**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: 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, March 16, 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 at 6:05 P.M.
2. Roll Call

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	✓		
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky		✓	
Councilmember Trinidad		✓	
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.*

Two students from the Marble Falls Governmental Class attended the meeting.

Citizen – John Marr addressed the council requesting that the City purchase a lawn mower to mow the back yard of the Police Department. Mayor Orr stated this would be taken into consideration.

Citizen – Marley Porter addressed the council and audience to inform them of the open house for Century Oaks Plaza and Julie's next Wednesday at 4:30 p.m.

Citizen – Billie Parker addressed the council in regards to how the minutes of meetings as well as other public information was made available to the public, stating she did not know what was on the agenda until it was already passed. City Administrator Moore replied that the agenda as well as the backup that is in the Council’s packets are posted on the website prior to each City Council meeting.

**5. Administrative Reports**

John Marr presented the report for the Cottonwood Shores Volunteer Fire Department.

City Liaison Stephen Sherry stated he did not have the report on the fire department ready at this time but would submit it at the next meeting.

City Administrator / City Secretary Sheila C. Moore presented reports for Grants, Code Enforcement, Public Works, Animal Control, Building Permits and the Police Department.

Bobby Herrin presented the report for the Municipal Court.

City Administrator / City Secretary Sheila C. Moore reported that the Chief of Police has given his resignation effective in 30 days. He is going to work for Burnet County.

City Administrator / City Secretary Sheila C. Moore also stated that she had hired a new employee for the part time grounds keeping position to mow and trim the right-of-ways, parks, etc.

**6. Consent Agenda**

**6.1. Minutes from a Regular Meeting of the City Council held on February 16, 2017.**

**6.1.1. Motion to approve the February 16, 2017 minutes with changes**

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

**6.1.1.2. Second:** Councilmember Thomas

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

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

**6.1.3. Motion: Passed**

**6.1. Minutes from a Regular Meeting of the City Council held on March 2, 2017.**

**Minutes from a Special Meeting of the City Council held on March 8, 2017**

**6.1.1. Motion to approve both the March 2, 2017 and March 8, 2017 minutes**

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

**6.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky			
Councilmember Trinidad			
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 a variance request for a free standing sign. *As requested by Marley Porter, Architect for Century Oaks Center***

Marley Porter opened discussion towards a request for a size variance for his sign at Century Oaks Plaza. He showed and explained the design of the sign, electrical lighting, and intentions of usage. He also stated that the sign permit being requested was for the Century Oaks Plaza logo portion of the sign only. The bottom panels of the structure would be signage for the tenants who would take out a separate permit for each of those.

Mayor Pro Tem Sherry stated that according to Ordinance 3006, section 4 the sign was within the size limits and did not require a variance.

It was also stated that there would need to be a bond posted by the sign installer as per ordinance.

Mayor Orr explained that questions regarding the size of the sign had arisen by the staff and the case was presented to the City Council for clarification.

The City Council clarified the questions the staff had incurred.

**7.1.1. Motion to accept the Century Oaks logo sign.**

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

**7.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky			
Councilmember Trinidad			
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 adopting Tex Pool Resolution amending authorized representatives. *As requested by Staff***

Mayor Orr explained the resolution would add the Accounting Clerk as an authorized representative of the City.

**7.2.1. Motion to adopt Tex Pool Resolution amending authorized representatives.**

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

**7.2.1.2. Second:** Councilmember Thomas

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

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

**7.2.3. Motion: Passed**

**8. Unfinished Business**

**8.1. Discussed and considered action on nominating and electing an officer to fill vacancy on the Board of Adjustment. *As requested by Mayor Orr***

Councilmember Thomas presented a letter requesting consideration for nomination from Mary Wright. Councilmember Wayson nominated Marley Porter for the position.

Mayor Orr nominated Marty Good for the position

Mayor Pro Tem Sherry stated he would like to back or nominate the person in the letter, Mary Wright for the position.

The other nominees will be considered for alternates.

**8.1.1. Motion to nominate Mary Wright as a member on the Board of Adjustment**

8.1.1.1. Motion: Mayor Pro Tem Sherry  
 8.1.1.2. Second: Councilmember Thomas

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

8.1.2. Vote: Yea: 2 Nay: 1 Abstain: 0

8.1.3. Motion: **Passed**

**Motion:** Move to separate water and wastewater as 2 agenda items

Motion: Mayor Pro Tem Sherry  
 Second: Councilmember Wayson

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

Vote: Yea: 3 Nay: 0 Abstain: 0

Motion: **Passed**

**8.2. Discussed and considered action on Wastewater rates. *As requested by Staff***

Mayor Orr presented the contract that the City has with the City of Horseshoe Bay in regards to the direct, indirect and capitol related costs for the wastewater disposal rates increase of 8.1%. The initial proposal showed an increase of 3.1% in addition to the 8.1%.

It was discussed that the city did not raise the rates in the 2015 – 2016 period.

As per Ordinance 13001, Water and Wastewater rates will be evaluated and or adjusted annually.

The proposed rate increase was discussed by the City Council.

Councilmember Wayson presented a report on the water and wastewater usage versus rates.

After discussion and deliberation on the increase versus expenses a motion was made.

8.2.1. Motion to increase wastewater rates  $8.1 + 2.1 = 10.2\%$

8.2.1.1. Motion: Councilmember Wayson  
 8.2.1.2. Second: Councilmember Thomas

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

8.2.2. Vote: Yea: 2 Nay: 1 Abstain: 0

8.2.3. Motion: **Passed**

**8.2. Discussed and considered action on Water rates. *As requested by Staff***

Mayor Orr presented information explaining the proposed increase of the water rate. As per Ordinance 13001, Water and Wastewater rates will be evaluated and or adjusted annually.

The city did not increase rates during the 2015 – 2016 period. This is one of the factors which leaned towards an increase in the 2016 - 2017 period.

During the periods from January 2015 to December 2016 there was an increase in the CPI of 2.8%.

During the periods from February 2015 to January 2017 there was an increase in the CPI of 3.4%.

The rate increase initially proposed was 3.1%.

In the discussion the proposed portion of the rate of 3.1% was not accepted.

After further discussion, it proposed to increase the water rate by only 2.1%.

**8.2.1. Motion to increase water rates by 2.1%**

**8.2.1.1. Motion:** Councilmember Wayson

**8.2.1.2. Second:** Councilmember Thomas

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

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

**8.2.3. Motion: Passed**

**8.3. Discussed and considered action on reconciling Ordinance 8007 (Nuisance) Section 4.2. as to intent, application and scope of enforcement. *As requested by Mayor Pro Tem Sherry***

Mayor Pro Tem Sherry and Councilmember Wayson reconciled Ordinance 8007 and submitted their changes to the City Council in a blue line document.

Discussion and explanation of the changes which included: adding the definition of public nuisance, and stagnant water, and unimproved/unserved lots are considered natural habitats.

**8.3.1. Motion to accept Ordinance 8007 (Nuisance) as presented.**

**8.3.1.1. Motion:** Mayor Pro Tem Sherry

**8.3.1.2. Second:** Councilmember Thomas

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

**8.3.2. Vote: Yea: 3      Nay: 2      Abstain: 0**

**8.3.3. Motion: Passed**

**8.4. Discussed and considered action on International Dark Skies Association. *As requested by Staff***

No updated information was available at this time.

**8.4.1. Motion to take no action**

**8.4.1.1. Motion:** Councilmember Wayson

**8.4.1.2. Second:** Mayor Pro Tem Sherry

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

Councilmember Wayson	✓		
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8.4.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.4.3. Motion: **Passed**

**8.5. Discussed and considered action on City Library. *As requested by Staff***

Councilmember Wayson suggested contacting Burnet County Library for information regarding Electronic Services. Mayor Orr said he and Karrie Cummings would contact Burnet County.

**8.5.1. Motion to consider other options for use**

8.5.1.1. Motion: Mayor Pro Tem Sherry

8.5.1.2. Second: Councilmember Thomas

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

8.5.2. Vote: Yea: 2 Nay: 1 Abstain: 0

8.5.3. Motion: **Passed**

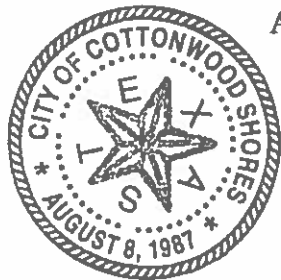
**9. Future agenda items**

- 9.1 Deer Management Discussion
- 9.2 Board of Adjustment Alternates
- 9.3 City Library

**10. Adjournment 8:14 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 March 16, 2017.

Attest:



*Bobby Herrin*  
 \_\_\_\_\_  
 Bobby Herrin  
 Deputy City Secretary

## February & March Building Permits

Date	Name	Address	Type	Permit #	Permit & Tap Fees
2/6/2017	Robert Perrard	3801 Lakeview Dr	Fence & moving in a storage	60217	\$0.00
2/8/2017	Sunny Parker	204 Kings Way	Carport Store room add. Retaining wall	80217	\$375.00
2/16/2017	Mark Orlando	4401 Cottonwood Dr	Foundation Only Permit	160217	\$75.00
2/22/2017	Mike Knox	628 Pine Lane	Addition & Fence	220217	\$214.00
2/19/2017	Kathleen Simpson	719 Birch Lane	New residence	140217	\$4,621.00
2/24/2017	Beatriz Arias	743 Pine Lane	Porch	240217	\$0.00
3/7/2017	Century Oak Plaza	4315 W FM 2147	New Commercial	70317	\$10,111.50
3/8/2017	Tilson Home Corp	3804 Lakeview	New residence	80317	\$5,298.50

# PUBLIC WORKS REPORT

## Work Orders Completed

2/11/17 to 3/10/17

## Water Department

Water leaks: 2

Sewer leak/Stoppages: 2

Connects: 5

Reconnects: 2

Disconnects: 3

Disconnects for non- payment of services: 8

Re-establishment of service: 8

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

Billing Problems/Water Audits: 2

Sewer Taps: 0

Water Taps: 0

Lift Stations: called out to lift station #3 pump failure and stoppage

Check/Replace cleanouts: 0

Meter Head Change outs: 1

Meter reading: 3 days

Utility locate: 5

Open Water dept. work orders: 8

We have been working on the by-pass extension of 6" water line from hwy. 2147 west to ridgeview lane

Public Works



Potholes: 4

Signs: 0

Misc. Calls: 4

Culverts cleaned –repaired-installed or replaced: 0

Road Work: filled in bad ruts all over town

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

Public works open work orders: 27 and almost all of them are for trimming trees

## Animal Control

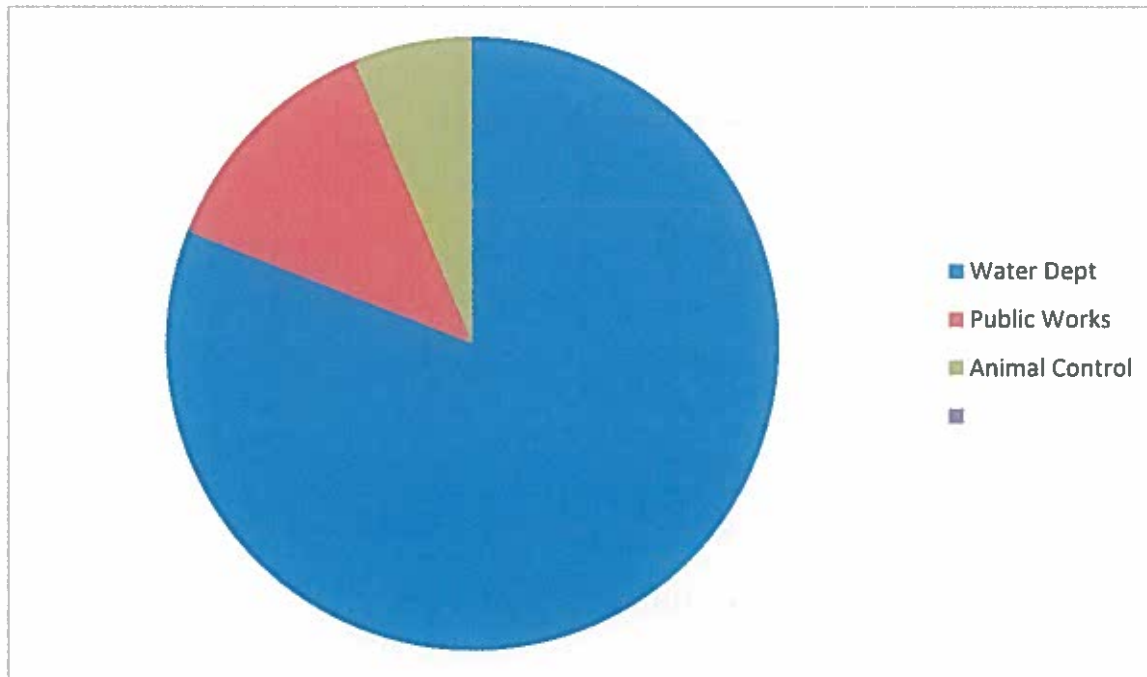
Dogs/Cats: 2

Dead Animals: 0

Misc.: 2 known

Animal Control open work orders: 0

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.



## Grants Report

March 16, 2017

The Jag grant has been submitted to CapCog for 9 new radios. Chief Bieze will be delivering a 5 minute presentation to the review team on March 31, 2017 in Austin.

The CDGB Grant application for 2017-18 has been submitted to TDA. We should hear something sometime after May 2017. This grant if received will work in conjunction with the Texas Water Development Board Loan for the new water plant.

# MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

MID- Feb.. 2017 - MID- March, 2017

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

## SUMMARY OF MONTHLY DOCUMENTS:

TOTAL SERVICE ORDERS RECIEVED TO BE INVESTAGATED:	0
TOTAL SERVICE ORDERS INVESTIGATED AND PENDING FINAL RESOLUTION	0
TOTAL SERVICE ORDERS INVESTIGATED AND (RESOLVED or COURT)	01
TOTAL NUMBER OF " NEW WARNINGS" INVESTIGATED, WRITTEN & MAILED:	10
TOTAL NUMBER OF "WARNINGS" CITIZENS COMPLIED WITH:	05
TOTAL NUMBER OF WARNINGS ( ON HOLD):	01
TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED:	0
TOTAL NUMBER OF "CITATIONS" CITIZENS COMPLIED WITH:	0
TOTAL NUMBER OF CITATIONS (ON HOLD PENDING MAYOR and COUNCIL)	02
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (going to court from my records)	02

By: Lewis S. Feder, Code Enforcement Offical

# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 3/3/2017 9:29:53 AM

## Incident Type Count per Station for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
311 - Medical assist, assist EMS crew	4
320 - Emergency medical service, other	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>5</b>

Only REVIEWED incidents included.

# Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 3/3/2017 9:31:06 AM



## Incident Response Detail for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
02/06/2017	2017-10	0000	2/6/2017 07:46:38	2/6/2017 07:46:38	2/6/2017 07:50:20	
02/14/2017	2017-11	0000	2/14/2017 15:52:27	2/14/2017 15:52:27	2/14/2017 15:57:22	
02/19/2017	2017-12	0000	2/19/2017 15:46:09	2/19/2017 15:46:09	2/19/2017 15:50:02	
02/23/2017	2017-13	5181	2/23/2017 02:01:36	2/23/2017 02:01:36	2/23/2017 02:08:43	
02/27/2017	2017-14	0000	2/27/2017 15:21:23	2/27/2017 15:21:23	2/27/2017 15:24:26	

Only REVIEWED incidents included

Court Report 2-2017

Receipt #	Name	Date	Bond	Forfeited	Payment	Amount	Docket Number	Citation Number	Charge Code	Applied	Reference
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Payment Method Summary						Total:
Cash				\$602.89		\$1,358.00
Credit card				\$533.77		
Money Order				\$221.34		
<b>Total:</b>				<b>\$1,358.00</b>		

Costs/Fees/Fines Payment Summary						Total:
Consolidated Court Cost - State				\$234.32		\$1,358.00
Indigent Defense Fund - State				\$11.72		
Judicial Support Fee - State				\$35.14		
Jury Reimbursement Fee - State				\$23.44		
Consolidated Court Cost - City				\$26.04		
<b>Costs:</b>				<b>\$330.66</b>		
Moving Vehicle Fee - State				\$0.27		
Deferred Disposition Fee				\$25.11		
Indigent Defense Fee - City				\$1.30		
Judicial Support Fee - City				\$3.90		
Jury Reimbursement Fee - City				\$2.62		
Justice Court Tech Fund				\$26.04		
Juvenile Case Management Fund				\$13.02		
Moving Vehicle Fee - City				\$0.03		
Municipal Arrest Fee				\$32.56		
Municipal Court Security Fee				\$19.53		
State Traffic Fee - City				\$4.50		
State Traffic Fee - State				\$85.50		
Time Payment Fee - City				\$20.78		
Time Payment Fee - State				\$20.84		
Local Traffic Fee				\$9.00		
<b>Fees:</b>				<b>\$265.00</b>		
Speeding 10-19 Over Posted Limit				\$194.00		
Accumulation Junk and Trash				\$110.67		
Accumulation Rubbish & Garbage				\$110.67		
Animal Running at Large 1				\$100.00		
No Driver License				\$150.00		
Speeding 10% Over Posted Limit				\$97.00		
<b>Fines</b>				<b>\$762.34</b>		
<b>Total:</b>				<b>\$1,358.00</b>		

Kept by City 934.00  
 Remitted to State 424.00  
1358.00

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

Court: 720270600 Month: 2      Year: 2017	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
		<b>Total</b>
2 Arrest Warrants Issued		
a. Class C Misdemeanor		1
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		\$934
b. Remitted to State		\$424
c Total		\$1358

Cottonwood Shores Police Department  
Monthly Activity Report

<b>Police Activity</b>					
<b>February 1st thru February 28 2017</b>					
		<i>Jason</i>	<i>Sarah</i>	<i>JM</i>	<i>Chief</i>
911 Investigation (open line)	1			1	
Abandon Vehicle					
Alarm Calls	1			1	
Assaults					
Assist EMS	1		1		
Assist Other Agency	13	1	8	4	
Building Check	2		2		
Burglary					
Citizen Req Assistance	39	2	15	19	3
Civil Issues	5	2	2		1
Collisions					
Criminal Mischief					
Criminal Trespass	2	1		1	
Disturbance	9	3	2	2	2
Deceased Person					
Drug Paraphernalia					
DWI / Public Intox	1			1	
Follow Ups	8	3	3	2	
Fraud Reports	1			1	
Harassment	2	2			
Mental Health	1		1		
Missing Person	1	1			
Noise Disturbance					
Public Relations	5				5
Reckless Driver					
Security Check / Close Patrol	64	2	36	17	9
Stranded Motorist					
Suspicious Person	5	1	2	2	
Traffic Stops	79	25	1	47	
Theft	1			1	
UUMV	1			1	
Violate City Ord	10	5		5	
Violate Protective Order					
Warrant Service	3		2	1	
Welfare Concerns	1			1	
<b>Total Calls For Service</b>	<b>256</b>	<b>48</b>	<b>75</b>	<b>107</b>	<b>20</b>
<b>Officer Initiated Calls</b>	<b>165</b>	<b>35</b>	<b>42</b>	<b>72</b>	<b>16</b>

Reserve had 6 traffic stops