

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: 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, February 22, 2018 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.

No Citizen Comments

5. Administrative Reports:

Mayor Orr opened by stating there will be a regular City council meeting scheduled for next week, March 1st. Currently there are only a few items on the agenda but the City attorney will be here to discuss several upcoming items the City will be facing.

Mayor Orr informed the City Council he will be meeting with several developers as well as others in regards to the PUD properties.

Mayor Orr advised the City Council he will be out of pocket from Friday to Sunday and the City Administrator / City Secretary Sheila C. Moore will be sending out a draft agenda and when he returns he will finalize it and send the compiled agenda out on Monday.

Bobby Herrin gave a report on the Municipal Court and Building Permits

City Administrator / City Secretary Sheila C. Moore gave reports on Public Works, Water and Sewer, Code Enforcement

Chief Liendo gave a report on the Police Department

John Marr gave a report on the Cottonwood Shores Volunteer Fire Department.

City Administrator / City Secretary Sheila C. Moore addressed an issue she had found in regards to Republic Services (City's Trash/Garbage Service Provider) when she was running an audit. She found they were charging the City over the amount contracted on billing since 2014. She is expected to get a refund check of approximately \$9,000.00.

Mayor Orr stated the development on the lake agreement was still in the process of being developed, finalizing the details. The developer is wanting tiny houses. The City needs to develop a plan review, set regulations, etc. which will be compiled and approved by the City council for these type of structures.

6. Consent Agenda

6.1. Minutes from the Regular Meeting of the City Council held on February 8, 2018.

6.1.1. Motion to approve the February 8, 2018 minutes with 1 change

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. Old Business

7.1. Discussed and considered action on amending Ordinance 9011 (Coordinated Management). *As requested by Staff*

Mayor Orr opened the discussion stating the City Council had covered this information previously.

Minutes of the Regular Meeting of the City Council held on February 22, 2018

Councilmember Wayson commented they did not cover the chain of command structure. The council discussed the chain of command and Councilmember Wayson stated the name did not accurately fit the structure. The name was changed to Reporting Chain of Command, City Attorney was changed to Legal, Deputy City Secretary was removed, City Engineer was changed to Engineering and Code Enforcement was moved under the Police Chief's responsibilities.

7.1.1. Motion to amend Ordinance 9011 (Coordinated Management) with changes from Chain of Command to Reporting Chain of Command.

7.1.1.1. Motion: Mayor Pro Tem Trinidad

7.1.1.2. Second: Councilmember Thomas

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 amending Ordinance 9002 (Chief of Police). *As requested by Staff*

Councilmember Wayson presented some changes that he believed needed to be addressed. Mayor Orr suggested to postpone the meeting until the meeting in two weeks to allow himself and the council to retrieve some additional documentation.

7.2.1. Motion to postpone for 2 meetings

7.2.1.1. Motion: Councilmember Wayson

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**

8. New Business

8.1. Discussed and considered action on adopting Ordinance 11098 (Budget Amendment 2018). *As requested by Staff*

Mayor Orr opened the discussion presenting some information regarding the budget amendment. Councilmember Wayson questioned some of the revenues and expenses not actually being in balance

Mayor Orr agreed and requested the information needed to be corrected and he would like to see a delay until the budget could be balanced.

8.1.1. Motion to Postpone Ordinance 11098

8.1.1.1. Motion: Mayor Pro Tem Trinidad

8.1.1.2. Second: Councilmember Wayson

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**

8.2. Discussed and considered action on reverting to tiered wastewater rates. *As requested by Staff*

Mayor Orr stated that the staff and he have been working on the rates. In Ordinance 13001 it states the City has the option to change the rates April 1st.

Mayor Orr stated that a previous City council had changed the sewer rates from tiered to a fix rate in 2012.

Mayor Orr addressed the City Council and requested them to decide to have a tiered rate or a fixed rate. The fixed rate was very aggressive towards the lower usage customers

Councilmember Wayson gave some history on the changes in 2012

Councilmember Wayson also stated that first it was hard to base a sewer rate and you needed to measure the average usages and second the base rate was indicated to pay for all equipment such as lift stations, grinder pumps, maintenance, etc.

It was discussed that a base rate (set or tiered) should cover basic costs.

Mayor Orr presented a worksheet for the City Council to utilize in calculation rates. He explained he based his figures were calculated during the months of August and November.

Councilmember Wayson presented some other City rates. He also stated possibly a base rate to cover costs of \$30.00 base plus \$10.00.

Councilmember Wayson stated that in some cities over 5000 in usage created a huge penalty and in the City of Meadowlakes they charged the citizens that were outside the City double bill rates.

Mayor Pro Tem Trinidad stated the rates needed to be simple but fair.

It was discussed that whatever the rates were set at needed to be budgeted or within the budget.

Mayor Orr suggested the City Council take the worksheet and implement their figures and bring it back to the council at a later date.

8.2.1. Motion to postpone

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. Discussed and considered action on adopting Ordinance 3015 – Release of Demolition Order on Lots 633, 634, 636. As requested by Staff

Mayor Orr opened and explained the reasoning behind the release of demolition order. He stated that in the past these were placed on multiple lots within the City and when they come up to be sold the release had to be adopted in an ordinance.

City Administrator / City Secretary Sheila C. Moore also clarified some of the reasoning. Councilmember Wayson stated that the legality had changed on this process.

8.3.1. Motion to adopt Ordinance 3015 – Release of Demolition Order on Lots 633, 634, 636.

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 Utility Rates
- 9.2 PUD Zoning Ordinance
- 9.3 PUD Development Agreement
- 9.4 2016-2017 Audit
- 9.5 Short-Term Rentals
- 9.6 Tiered Wastewater Rates
- 9.7 Land Use
- 9.9 Ordinance 11098 Budget Amendment
- 9.10. Ordinance 9002 Chief of Police

10. Adjournment: 8:02 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 February 22, 2018.



Attest:

Sheila C. Moore

Sheila C. Moore
City Administrator / City Secretary

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

Court: 720270600 Month: 1 Year: 2018	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		8
b. Class A and B Misdemeanors		0
c. Felonies		0
3. Capiases Pro Fine Issued		1
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		\$0
18. Fines, Court Costs and Other Amounts Collected		
a. Kept by City		\$1421
b. Remitted to State		\$897
c. Total		\$2318

2018 Building Permits

Date	Address	Type	Permit #	Permit & Tap Fees
1/9/2018	753 Pine Lane	Basketball Court Slab	09012018-753	25.00
1/9/2018	3911 Lakeview Drive	Driveway Permit	09012018-3911	50.00
1/19/2018	212 Knights Row	New Single Dwelling	19012018-212	3,645.00
1/31/2018	841 Cypress Lane	New Single Dwelling	31012018-841	895.00

4,615.00

PUBLIC WORKS REPORT

Work Orders Completed

1/13/18 to 2/14/18

Water Department

Water leaks: 9

Sewer leak/Stoppages: 2

Connects: 1

Reconnects: 3

Disconnects: 3

Disconnects for non- payment of services: 7

Re-establishment of service: 7

Misc. calls for water dept.: 3 that work orders were made up for

Billing Problems/Water Audits: 1

Sewer Taps: 1

Water Taps: 1

Lift Stations: 0

Check/Replace cleanouts: 1

Meter Head Change outs: 1

Meter reading: 3 days

Utility locate: 5

Open Water dept. work orders: 7

Public Works

Mowing: mows area's when needed and weedsats where needed

Trim Trees: as needed

Potholes: 1 pending we are going to be working on road in that area

Signs: 1

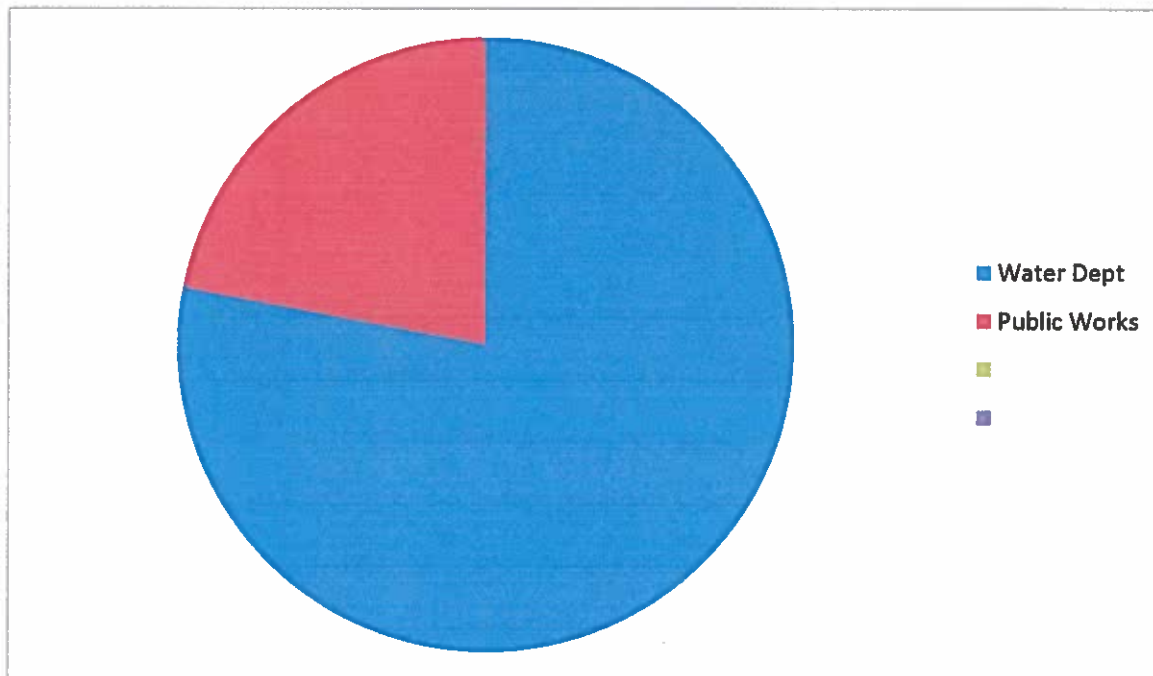
Misc. Calls: 6

Culverts cleaned –repaired-installed or replaced: 3

Road Work: working on maple lane

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: 7



ending
2-15-18

MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

MID- JANUARY, 2018 TO MID- FEBRUARY, 2018

PREPARED FOR: THE CITY ADMINISTRATOR : MS. SHEILA C. MOORE
PREPARED FOR: CITY of COTTONWOOD POLICE DEPARTMENT

SUMMARY OF MONTHLY DOCUMENTS:

	<u># of Documents</u>	<u># of Lots</u>
TOTAL SERVICE ORDERS RECIEVED TO BE INVESTAGATED:	02	02
TOTAL SERVICE ORDERS INVESTIGATED AND (RESOLVED	03	03
TOTAL NUMBER OF " NEW WARNINGS" INVESTIGATED and WRITTEN:	12	12
TOTAL NUMBER OF "EXISTING WARNINGS" WAITING FOR COMPLIANCE	08	16
TOTAL NUMBER OF "CITATIONS" WRITTEN :	08	15
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (continuation on pre-trail)	04	08
One special report on house under construction on Driftwood Lane (verbal / police dept.)	01	01

By: Lewis S. Feder, Code Enforcement Official

COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo
Chief.Liendo@cottonwoodshores.org



Monthly Activity Report January 2018

Officer Jason Bartholomew

Was assigned Field Training Officer duty to evaluate and conclude training exercises for officer Oestreich.

Service Calls

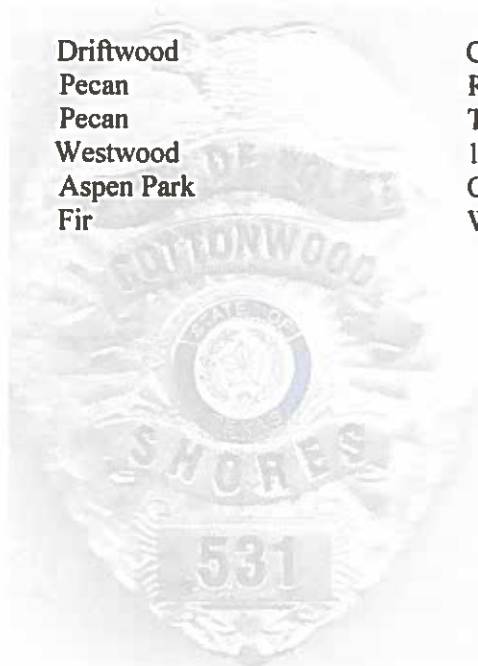
Welfare concern
Medical call
Medical call
Missing Juvenile
Suspicious vehicle
VCO illegal burn

Driftwood
Pecan
Pecan
Westwood
Aspen Park
Fir

C4
Refused transport
Transported
18CW 0045
C4
Warning

Security Check

City Boat ramp	7
City Park	7
Bobs	5
Hiccups	3
Dollar General	7
Century Oaks	2
Subway	7
LBJ	7
Julies	5
640 Pecan	3



Traffic Enforcement

Stops	10
Warnings	5
Citations	1

Racial Profile

W/M	3
W/F	5
H/M	3

COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo
Chief.Liendo@cottonwoodshores.org



Officer JP Pedraza

Service Calls

Welfare concern	Magnolia	No contact
Follow Invest.	Magnolia	C4
VCO violation	Knights row	C4
Welfare concern	Driftwood	C4
Deer call	Pine	Dispatched
Vehicle search	Country Auto	K9
VCO	Westwood	Veh. Ordinance
911 call	Pecan	Accident
Unlawful Restraint	Pine	18CW000274
Reckless driver	Aspen	18CW00027
Traffic hazard	2147	Cleared
Warrant Invest.	Austin	Evidence located
Missing person	Westwood	case report
Theft	Puffy's	case report
Warrant	US 281	case report
Burglary	Pecan	Unfounded
POPD	Driftwood	Citation
Alarm	Magnolia	False alarm
Disturbance	Cypress	Report
Burglary	2147	Report
Theft	Puffy's	Recovered property
Burglary	Cypress	Report
Theft	Puffy's	Recovered property
Animal call	Skate Park	Deer with arrow

Traffic Enforcement

Stops	8
Warnings	5
Citations	1

Racial Profile

W/M	12	H/F	1
W/F	9		
H/M	5	Arrest	2

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 2/3/2018 9:12:17 AM

Incident Type Count per Station for Date Range

Start Date: 01/01/2018 | End Date: 01/31/2018

INCIDENT TYPE	# INCIDENTS
Station: 1 - COTTONWOOD SHORES VFD	
100 - Fire, other	2
311 - Medical assist, assist EMS crew	6
350 - Extrication, rescue, other	1
# Incidents for 1 - Cottonwood Shores VFD:	9

Only REVIEWED incidents included.

Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 2/3/2018 9:12:37 AM

Incident Response Detail for Date Range

Start Date: 01/01/2018 | End Date: 01/31/2018

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
01/02/2018	2018-1	0000	1/2/2018 15:17:53	1/2/2018 15:17:53	1/2/2018 15:19:37	
01/03/2018	2018-2	5150	1/3/2018 10:45:07	1/3/2018 10:45:07	1/3/2018 10:50:53	
01/04/2018	2018-3	0000	1/4/2018 11:21:53	1/4/2018 11:21:53	1/4/2018 11:25:49	
01/06/2018	2018-4	0000	1/6/2018 20:26:21	1/6/2018 20:27:05	1/6/2018 20:33:25	
01/06/2018	2018-4	5150	1/6/2018 20:26:21	1/6/2018 20:27:05	1/6/2018 20:33:25	
01/09/2018	2018-5	0000	1/9/2018 22:01:08	1/9/2018 22:01:08	1/9/2018 22:05:12	
01/09/2018	2018-5	5150	1/9/2018 22:01:08	1/9/2018 22:01:08	1/9/2018 22:05:12	
01/12/2018	2018-6	0000	1/12/2018 13:37:23	1/12/2018 13:37:23	1/12/2018 13:41:13	
01/18/2018	2018-7	0000	1/18/2018 01:17:48	1/18/2018 01:17:48	1/18/2018 01:22:41	
01/18/2018	2018-7	5150	1/18/2018 01:17:48	1/18/2018 01:17:48	1/18/2018 01:22:41	
01/20/2018	2018-9	0000	1/20/2018 20:15:41	1/20/2018 20:15:41	1/20/2018 20:16:35	
01/20/2018	2018-9	5161	1/20/2018 20:15:41	1/20/2018 20:15:41	1/20/2018 20:16:35	
01/30/2018	2018-11	0000	1/30/2018 19:00:00	1/30/2018 19:00:00	1/30/2018 19:01:00	
01/30/2018	2018-11	5150	1/30/2018 19:00:00	1/30/2018 19:00:00	1/30/2018 19:01:00	
01/30/2018	2018-11	5152	1/30/2018 19:00:00	1/30/2018 19:00:00	1/30/2018 19:01:00	

Only REVIEWED incidents included