



Meeting Minutes City Council

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Tuesday, January 15, 2019

7:00 p.m.

Clubhouse - 931 Cedar

Present: Mayor Michael McNamara, Mayor Pro-Tem Amanda Fenwick, Councilwoman Christy Lyons, Councilwoman Jan Bailey, Councilman Kurt Otten, City Administrator Brent Spier, Chief Kenneth Cook, City Secretary Christy Stroup, Bldg. Official Kevin Harrell

1. CALL TO ORDER & DETERMINATION OF QUORUM:

Mayor McNamara called meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE TEXAS FLAG.

Mayor McNamara lead the Pledge of Allegiance to the Flag of the United States of America and the Texas Flag

3. PUBLIC HEARING:

- a. **311 Narcissus – Property owner Douglas Whitehead for Substandard Building: In violation of Clear Lake Shores Municipal Code Section 14-138 –Declaration of Nuisance Sec. 14-141 – Standards.**

Jennifer McCammond, Attorney representing Shell Point (property management company), was present and stated that their firm has requested bids for repairs to the property but have not received them back as of today.

Kevin Harrell asked if she knew what the homeowner's intentions to repair were and Ms. McCammond stated not at this time.

NO OTHER COMMENTS

PUBLIC HEARING CLOSED AT 7:04 PM BY MAYOR MCNAMARA

4. REPORTS FROM COUNCIL:

Councilman Otten – There are programs and companies that are available to help those affected by the government shutdown. Adelia Oakes is having a benefit at the Clubhouse Sunday for those involved in the shutdown.

Councilwoman Lyons – The new website looks good – great job Mayor Pro Tem Fenwick.

Councilwoman Terrell – Agreed with Councilwoman Lyons; No update from Parks Dept.

Councilwoman Bailey – Second all the other comments

cont'd 01/15/19 minutes

Mayor Pro-Tem Fenwick – January is School Board Recognition Month and will be presenting a proclamation on behalf of the City of Clear Lake Shores in support of them and thanking them for their service.

Mayor McNamara – Commissioner Court approved engineering contract for Dror Road; requested grant money used for replacement of Jarbo Bayou bridge; load limit lowered to 24,000 lbs. per axle on Jarbou Bayou bridge; Lazy Bend bridge scheduled to be replaced; CCISD – Leader in Me is having a show case January 31st; BAYHEP Mayor's round table next week; Sales Tax is down for November 11.4% from last year.

5. STAFF REPORTS:

City Administrator Brent Spier: Report attached

Chief Cook: January 10th he attended two meetings on terrorism training. (report attached)

Building Official Kevin Harrell: Stats since last meeting; Kindergarten building will be finished by Feb. 9th.

Fire Chief Brent Hahn: Absent – Mayor Pro-Tem Fenwick fire department has new ladder truck; the F.D. new website will launch in the next couple weeks; working on hiring fire department employees.

6. COMMITTEE REPORTS:

Roads and Drainage: Richard Sowrey reported that the road construction is almost done. Problems on Tindel but are working with the engineering firm to get them squared away. Still holding at about 78% of the cost of the project.

Councilman Otten inquired about the tanks located at the parking lot area.

Ronnie Richards stated that it was not on the list.

Waterfront Compliance: No report

Parks and Pool: No report

Planning and Zoning: No report

Landscape and Beautification: No report

7. ECONOMIC DEVELOPMENT CORPORATION:

Ronnie Richards reported that the EDC had election officers at last meeting and Charles Scoville is now President, Ronnie Richards is Vice-President, Johnny Boultinghouse is now, Mike McNamara remains as Treasurer. Parking lot where South Shore Beer Garden used to be will be redesigned and they are waiting on TXDOT to give permit for driveway relocation then they will go out for bids for the design.

Councilman Otten inquired about Phase II of the remediation regarding the tanks located at the parking lot area.

Ronnie Richards stated that it was not required on the redesign of the parking lot.

Ronnie Richards reported on the Water Board

8. CIVIC CLUB:

Megan Morris reported: Feb. 7 is next meeting; Feb. 16 is Mancakes; Mar 2nd is Mardi Gras; Officer elections are in April.

9. PUBLIC COMMENTS:

No comments

10. OLD BUSINESS:

- a. **Check Register 12/27/18 thru 01/09/19**
- b. **Minutes for Council Meeting held 01/02/19**

Councilman Otten made motion to approve consent agenda
Mayor Pro Tem Fenwick second the motion

MOTION PASSED UNANIMOUS

11. NEW BUSINESS:

CONSENT AGENDA:

- a. **Check Register: 11/30/18 THRU 12/26/18**
- b. **Minutes from Council Meeting 12/04/18**

Councilwoman Terrell made motion to accept consent agenda
Mayor Pro-Tem Fenwick second the motion

MOTION PASSED UNANIMOUS

11. COUNCIL BUSINESS: Discussion and possible action may be taken on the following items:

MAYOR MCNAMARA MOVED ITEM D TO THE TOP OF THE COUNCIL BUSINESS

- c. **Action from Public Hearing: 311 Narcissus – Property owner Douglas S. Whitehead for Substandard Building: In violation of Clear Lake Shores Municipal Code Section 14- 138– Declaration of Nuisance Sec. 14-141 –Standards.**

Mayor McNamara explained that Council action would be 30 days to make repairs or demolish up to 90 days have repairs done if a plan was presented today.

Councilwoman Terrell made motion to discuss item d
Mayor Pro Tem Fenwick second the motion

Councilwoman Terrell amended motion to give property owner 90 days to repair, remove or demolish the property at 311 Narcissus.
Councilwoman Bailey second the motion

MOTION PASSED UNANIMOUS

- a. **Division of Waterfront leases B-027B and E-122 to be auctioned and how to split and provide necessary surveys to support such along with being in compliance with Chapter 80 – Waterfront lots for upcoming City Auction of lots.**

Councilman Otten made motion to discuss
Mayor Pro Tem Fenwick second the motion

Councilman Otten explained that waterfront B-027B is actually at 28' and should be left as is. Waterfront E-122 be split with L1 at 28.02' as E-122A and L2 at 18.22' as E-122B.

Councilman Otten requested to drop B-027B from discussion

Councilman Otten motioned to have E-122 split as stated
Councilwoman Bailey second the motion

MOTION PASSED UNANIMOUS

- b. Review and approve amendment to City of Clear Lake Shores Employee Handbook concerning vacation accrual and carryover.**

City Administrator Brent Spier stated that he would like to postpone this item until the next meeting to review in more detail and bring back to City Council


Councilwoman Bailey made motion to discuss item b
Councilwoman Terrell second the motion

Councilwoman Bailey questioned the differences between the previous handbook to the amendment that was provided. She would like the chart of vacation accrual to be added into the new handbook.

No vote – postponed until next meeting.

12. ADJOURNMENT:

Mayor McNamara adjourned the meeting at 7:54 p.m.

2/19/19
Date Approved

Mayor Michael McNamara

Attest:

Christy Stroup, City Secretary



City Administrator Report

January 3 – January 15, 2019.

Ron Sp

ROADS/DRAINAGE: Second punch list completed with committee input and resident oversight. The biggest concern being Tindel St. and re-doing asphalt to match the planned/engineered drawings and facilitate drainage. The final list was submitted by Cobb-Findley to the Contractor. ***Edge marker/delineators placed at the corner of Narcissus/Ivy.***

I ordered two replacement bolsters for the corner of Aspen and Clear Lake. One will be a direct replacement, the other hopefully stocked if we can fix the toppled one. They are heavy and come via truck from WI.

ECONOMIC DEVELOPMENT CORP (EDC): Mayor will have an update on the Dror Avenue project. Galveston County will have status meetings that I will attend. *RONNIE RICHARDS UPDATE ON PARKING LOT @ 2094/CLEAR LAKE*

PARK/POOL: Veteran's Bench has been landscaped around with donations from Home Depot. The engraved plaque should arrive shortly

PLANNING/ZONING: None.

WATERFRONT COMPLIANCE: See agenda items regarding waterfront leases.

PLAZA TEN 06: None.

WATERFRONT REVIEW: None.

✓ CITY HALL: New countertop has been installed and glass panels have been measured. We will approve a scale drawing of layout prior to construction. We will have phone company relocate break room phone to new desk area in office.

✓ PUBLIC WORKS: We anticipate bringing down the Christmas Banners when after receiving replacement banners that are badly worn and faded. This will make equipment rental more efficient.

Other Items:

A written job opening has been placed on websites related to municipal work. Hope to garner interested and qualified candidates.

✓ We have our first mobile food vendor application for 2019. They will be located at Okie's, anticipated two nights a week.

✓ I did meet with Best Buy and a camera was purchased to video Council Meetings and do still photography. I'm doing some dry runs in trying to understand it now. I am waiting for an AC Adaptor to run camera (delivered at my home today likely) and I have SD cards that would allow for 2 hours at 4K high definition, however I will likely record in a much lower definition to make files smaller and easier to upload. I have tested the process and it was successful. Next month should be a recording month. Camera placement will also be a consideration and layout of public microphone.

January 16th (tomorrow) through Friday, February 15, 2019 candidates may file for Mayor and two open city council positions. The appropriate form will be posted on the website. A reminder to potential candidates, please read instructions carefully and have the form notarized before submitting at City Hall, prior to 5PM on February 15th (AT&T cell network time). City employees cannot notarize these forms as they are also involved in the municipal election process.

AGENDA ITEM: I wish to remove to further evaluate options. Our difficulty is in the carryover, not the accrual. This will be presented next month. For some reason the table was missing from the documents I have but was being used by City Secretary and Police Chief. Could be an oversight or unintended omission.

Additionally, the Personnel Policy Manual is being reviewed and corrections being made. There are omissions in the document that need to be addressed. I will also add page numbers as they are missing. This will be presented at a later time, with identified changes.

CLEAR LAKE SHORES POLICE DEPARTMENT

**1006 South Shore Dr.
Clear Lake Shores, TX 77565**

**Kenneth G. Cook
Chief of Police**

January 15, 2019

Subject: Report for Council Meeting

MISC. INFO:

On 01/10/19, I attended two meetings about the Terrorism Training Grant recently awarded to Galveston County. One meeting was with most of the Police Chiefs in Galveston County hosted by Sheriff Henry Trochesset, and the other meeting with all the Galveston County Emergency Management Coordinators hosted by GCEOC.

This was the first 'get together' meeting of many, to include future table top exercises over the next 18 months in preparation for a final large scale exercise planned in May 2020.

The main intention of this, is for all the agencies in Galveston County to get to know each other better and work closely with each other, should we ever be faced with Acts of Terrorism in Galveston County.

That is all I have for tonight.

Chief Cook