



Meeting Minutes City Council

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Tuesday, February 19, 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, Councilwoman Angie Terrell, City Administrator Brent Spier, Chief Kenneth Cook, City Secretary Christy Stroup, Bldg. Official Kevin Harrell

Absent: Fire Chief Brent Hahn

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. PRESENTATIONS:

a. Stewart Elementary named one of the top 10 schools of character.

Mayor McNamara presented Dr. Moss with certificate for Stewart Elementary being named one of the top 10 schools of character.

b. Galveston County CERT earned Gold Presidents Volunteer Service Award for their service in 2018 (combined 1,000 plus hours of volunteer service to Galveston County)

Mayor Pro-Tem Fenwick presented certificate to the members of CERT for their volunteer service to Galveston County.

4. REPORTS FROM COUNCIL:

Councilman Otten – Congratulations to the certificate recipients; thank you to Doug Whitmarsh and Joe Shulsky for their volunteering to help make Mancakes successful.

Councilwoman Lyons – Congratulations to the certificate recipients; great time at Mancakes.

Councilwoman Terrell – Doris Sanders and herself have compiled lists of books that are for different ages and are ready to be purchased for the library and through this project they have gathered several volunteers for the Children's Library as well.

Councilwoman Bailey – attended the Galveston County Mayor and Council meeting this past week; April 6th at the pavilion at Jarbo Park will be a fundraiser for Mental Health Counseling.

Mayor Pro-Tem Fenwick – Fire Chief Hahn had surgery last week; attending the groundbreaking for the Hwy 146 project is under way and all information can be found at SH146.com

cont'd 02/19/19 minutes

Mayor McNamara – Yachty Gras parade this weekend; April 26th is Blessing of the Fleet which was originally created for the shrimp boats in the area, Mayor Hallisey of League City has challenged surrounding cities to sponsor a shrimp boat for \$750.00 and we have approached the one shrimp boat that we have in Clear Lake Shores to allow us to sponsor them at the Blessing of the Fleet.

5. STAFF REPORTS:

City Administrator Brent Spier: Report attached

Chief Cook: LEOSE Grant in the amount of \$1,253.12 received to be used for training of full time officers

Building Official Kevin Harrell: Stats since last meeting; update on 315 Narcissus – the homeowners are again harboring ducks at the home and a citation has been issued; 311 Narcissus – has been contacted by several contractors to fix the home; FEMA contacted the city and elevation will change from 11 feet to 14 feet above sea level and in some areas 16 feet as of August 15, 2019.

Fire Chief Brent Hahn: Absent.

6. COMMITTEE REPORTS:

Roads and Drainage: Richard Sowrey reported that the road construction is 99% complete and will finish Tindel in the next couple of weeks; Road project had an original budget of \$656,000.00 and expenditures are at \$658,000.00 as of today.

Waterfront Compliance: No report

Parks and Pool: No report

Planning and Zoning: No report

Landscape and Beautification: No report

7. ECONOMIC DEVELOPMENT CORPORATION:

Charles Scoville, EDC President reported that the EDC application for a grant for the Clear Lake Road Bridge was denied; Lee tract parking lot engineering firm has been released to start on that as far as replacing the parking lot and adding parking spaces and landscaping; Jarbo Bayou to Legend Point sidewalk improvements are underway; monitoring Hwy 146 bridge Contract.

8. CIVIC CLUB:

Teresa Otten - Thank you to Doug Whitmarsh and Joe Shulsky for Mancakes; March 2 is the Cajun Crawl, Mardi Gras Golf Cart Parade and 5K Run and Gumbo Cook-Off at Okie's; Island Clean-up information coming soon.

9. PUBLIC COMMENTS:

Matt Wiggins – resident of Kemah reported on the amount of ambulance and fire department situation as far as payment for services.

10. OLD BUSINESS:

- a. **Review and approve amendment to City of Clear Lake Shores Employment Handbook as previously discussed.**
City Administrator Brent Spier went over the changes that were requested at the previous council meeting along with the section on Social Media.

Councilwoman Terrell made motion to review and discuss Employee Handbook
Councilwoman Bailey second the motion

Councilwoman Terrell has anything changed in the vacation portion?

City Administrator Brent Spier stated that nothing has changed it is just reworded to better understand.

cont'd 02/19/19 minutes

Councilman Otten said he would like to see the work "and" placed between FLSA Overtime section title.

Councilman Otten would like to change the last sentence in Section 1 D.2. FLSA and OVERTIME to read "Employees that accrue compensatory time must use this time within 60 days or as determined by employer after it is accrued and may accumulate no more than 40 hours.

Councilwoman Terrell amended her motion to approve employee handbook with the revision stated by Councilman Otten.
Councilwoman Lyons second the motion

MOTION PASSED UNANIMOUS

- b. Review and approve expenditures relating to FEMA reimbursement related to Hurricane Harvey.

City Administrator Brent Spier went over the expenditures that were submitted by Kevin Harrell. (see attached)

Councilwoman Terrell requested that the Library expenditures be included with the reimbursements

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

Discussion was made over the actual expenses left to spend.

Mayor Pro-Tem Fenwick made motion to approve \$45,000.00 for ditch cleaning project and \$13,050.00 for the Children's Library
Councilwoman Terrell second the motion

MOTION PASSED UNANIMOUS

11. NEW BUSINESS:

CONSENT AGENDA:

- a. Check Register: 01/31/19 thru 02/13/19
- b. Minutes from Council Meeting held 01/15/19
- c. Minutes from Council Meeting held 02/05/19
- d. Waterfront Transfer C-059C: Linville to Hagen

Councilman Otten made motion to accept consent agenda items a and d
Councilwoman Terrell second the motion

MOTION PASSED UNANIMOUS

Item b: **Councilman Otten** stated to change Elizabeth Wright to Douglas Whitehead on Public Hearing item 3a. and action item 11 c.

Councilman Otten made motion to accept minutes with changes stated.
Councilwoman Lyons second the motion

MOTION PASSED UNANIMOUS

Item c: **Councilman Otten** stated that Councilwoman Terrell was missing from those that were present and needed to be added.

Councilman Otten made motion to accept consent agenda item c with changes stated.
Councilwoman Terrell second the motion

MOTION PASSED UNANIMOUS

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

cont'd 02/19/19 minutes

- a. **Resolution 2019-03: Resolution by the City Council of the City of Clear Lake Shores, a "Type A" General-Law municipality created pursuant to the laws of the State of Texas, for the support of a joint project with the Clear Lake Shores Economic Development Corporation, a local government corporation created by the City of Clear Lake Shores.**

Mayor McNamara explained that this Resolution is a joint project with the EDC for Hansen Road extension to FM 518 to be called Dror road.

Mayor Pro Tem Fenwick made motion to approve Resolution 2019-03
Councilman Otten second the motion

MOTION PASSED UNANIMOUS

- b. **Establishing Kemah Volunteer Fire Department personnel as Clear Lake Shores Employees.**

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

Discussion of several topics was made with several questions needing to be addressed by the council members.

Mayor Pro Tem Fenwick amended motion to table item b until next council meeting
Councilwoman Terrell second the motion

MOTION PASSED UNANIMOUS

- c. **Approval for Kemah Volunteer Fire Department application for emergency medical services provider license.**

Mayor McNamara stated the fire department is first responder on a fire/emergency call but cannot transport a patient to the hospital due to not having the proper license to transport. In order for them to transport they have to have approval from city council to apply for the license. This is no cost to the city.

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

Councilwoman Terrell asked why this is being brought up now?

Councilwoman Lyons stated that the fire department is operating under the CLEMC license number.

Mayor McNamara said that the Fire Department is requesting their own license.

Councilman Otten asked if this is funded by the Water Department?

Mayor McNamara said that it is funded by the Fire Department.

Councilwoman Bailey asked if Kemah has placed this on their agenda? Mayor McNamara said no.

Several discussion items were brought up and questions asked amongst city council members.

Councilwoman Terrell amended motion to table to until next meeting
Councilwoman Bailey second the motion

MOTION PASSED UNANIMOUS

- d. **No parking area, stop signs and load limits in Clear Lake Shores.**

Mayor McNamara explained that there is concern from residents that there will be parking along the roadway from the boat ramp traffic once they shut down the boat ramp under the bridge in Kemah.

Councilman Otten made motion to discussion item d

Councilwoman Terrell second the motion

Councilman Otten is concerned about the waterfront leaseholders and what they are to do about parking at their waterfront.

Several questions and discussion items from all City Council members to Mayor.

Councilman Otten amended motion to table item d until next meeting
Councilwoman Lyons second the motion

MOTION PASSED UNANIMOUS

- e. **EXECUTIVE SESSION: Pursuant to Section 551.087 of the Open Meetings Act: 1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. 2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision.**

Adjourned council meeting to enter into executive session: 8:30 pm

Reconvened from executive session: 9:03 pm

- f. **Action from EXECUTIVE SESSION: Texas Government Code, Section 551.074: 1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. 2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (Mayor Michael McNamara)**

Councilwoman Terrell made motion to have the City of Clear Lake Shores and Economic Development Corporation move forward in drafting a 380 agreement.
Mayor Pro Tem Fenwick second the motion

12. ADJOURNMENT:

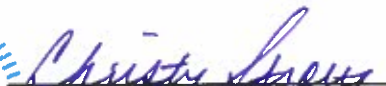
Mayor McNamara adjourned the meeting at 9:04 p.m.

3-19-19
Date Approved


Mayor Michael McNamara

Attest:




Christy Stroup, City Secretary

City Administrator Report

February 6 - 19, 2019.

ROADS/DRAINAGE: Tindel has been reworked again with an additional top surface. The finish initially looks better, however water is not sheet draining as designed/anticipated. This is not a complete rebuild of the road, only an overlay. Final punch list is being followed up on. We have retainage on the project left to pay upon completion.

ECONOMIC DEVELOPMENT CORP (EDC): Dror Ave soil boring delayed but should be moving forward to aid in design of project. EDC has finalized the Jammin' on Jarboe Concert Series, a copy is attached. Sidewalk project has been approved by TXDOT, I will make contact with property owner regarding an item in the r-o-w on FM 2094, and we should be moving forward shortly.

PLANNING/ZONING: None.

WATERFRONT COMPLIANCE: None.

PLAZA TEN 06: None.

WATERFRONT REVIEW: None.

CITY HALL: Glass has been completed in the City Court Clerk area of City Hall.

PUBLIC WORKS: We have had some damage from the recent winds, the artwork that welcomes persons crossing Clear Lake Bridge is at welder being repaired.

I've received complaints/inquiries about the red lights scattered about the island. These were placed by well-intentioned folks wanting to prevent coyotes from accessing the island. Since these are in the City R-O-W and unauthorized/unpermitted I will contact the responsible party and get them removed. These can be distracting as well for drivers.

Other Items:

Clerk II position has been posted and the City Secretary and I will start the process of narrowing the field. Interviews scheduled for this Thursday, February 21.

The City Election will have two candidates for Mayor, Kurt Otten and Vern Johnson. Candidate for two available council positions, Christy Lyons, Jan Bailey and Ralph Kliza.

SH146 project. Please be advised the scheduled closures has been modified and will start on 2/25/2019 at 9:00PM.

1. Traffic shift on the existing SH146 bridge over Clear Creek Channel:

Concrete barriers will be placed on the bridge and the bridge will be re-striped to shift traffic to the west. Two lanes will be maintained in each direction. This traffic shift will create a work zone on the east edge of the bridge which will be used for widening (adding 1 new lane and 1 bicycle lane). The timeframe is as follows:

- a. The barrier placement and striping will take place on the nights of 2/25/19 through 3/1/19, from 9:00pm to 5:00am each night. During this time, there will be alternating lane closures on the bridge.
- b. The barriers will remain in place until the northbound bridge widening is complete in approximately 15 months.
- c. The connector ramp to Shipyard Drive (on the east side of the bridge) will be closed until completion of the northbound bridge widening.

2. Full closure of the south U-turn / access road under the bridge in Kemah:

The south U-turn / access road will be fully closed beginning on 2/25/19 at 9:00pm. 3rd Street, 4th Street, and 5th Street will no longer be accessible from this access road during this closure. To reach 3rd Street, 4th Street, and 5th Street, traffic will turn east on 6th Street, then immediately turn north onto Texas Avenue. This closure is necessary for the northbound bridge widening, for utility work, and to reconstruct the access road. The closure will remain in place until the northbound bridge widening is complete in approximately 15 months.

Lazy Bend Bridge replacement meeting was held in Galveston. Concerns about bulkhead stability/need for repair as well as utility relocation were discussed. You will notice survey on site in April and Conceptual Design should be completed by June 2019. This will impact school traffic and Lazy Bend Homeowners Association will likely open a normally closed gate to help with golf cart/pedestrian traffic. Any sidewalk improvements on 2094 being done with funding from the EDC will also help this anticipated problem area.

AGENDA ITEMS:

Approval of Vacation Policy table and verbiage updates.

Approval of Personnel Policy Manual with minor changes for missing formatting and mis-spellings. PLEASE NOTE: The Table of Contents will be updated when approval is given as any editing does change page numbers.

Discussion of Social Media Policy provided. Additional job specific policy is allowed and will be developed/implemented at appropriate time.

Harvey related expenses. Request permission to allow for additional work under specific PW (Project Worksheets) for Children's Library media and ditch/outfall/structure and contour by previous responsive contractor. Not to exceed \$20K for library and \$45K for daylighting. Badger Daylighting does this on a day by day basis – consistently averaging about \$3,000/day.

All other FEMA PWs (Project Worksheets) are closed. We want these completed prior to March 15, 2019.

2019 Jammin on Jarboe concert series

Sat April 6
Mambo Jazz Kings
R&B, Funk, Soul & more.

Sat May 4
The Stringbenders
Country, TexMex, ZydeCajun & Rock

Sat June 1
Live Mojo Blues Jam

Sat July 6
Jerry Diaz & Hanna's Reef

Sat August 3
Level One Band
Motown Tribute, Four Tops, Temptations, Aretha & others

Sunday September 1
Bag of Donuts
with Southern Shanks Band

Sat October 5
Don Vickers
Texas country Band

Sponsored by Economic Development Corporation of Clear Lake Shores, TX

CLEAR LAKE SHORES POLICE DEPARTMENT

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

**Kenneth G. Cook
Chief of Police**

February 19, 2019

Subject: Report for Council Meeting

LEOSE PROGRAM GRANT FUND MONEY - Received for CLSPD Training:

For the 6th year in a row, our police department received a check from the LEOSE Grant Program. This year we received \$1,253.12. This money can only be used for (full-time) police officer training purposes.

The LEOSE Grant Program assists qualified agencies with the high cost of training their full-time officers. I will re-apply to this grant program in hopes of receiving this training money again for year 2020.

That is all I have for tonight.

Chief K.G. Cook