

Meeting Minutes for 3/11/2020 Meeting at 6:00 PM

Attendees:

Members: Richard Sowrey (Chairman/Secretary), Mark Thompson (Council) (Absent), Thomas Haaland (EDC), Alex Scanlon,

Other Attendees: Brent Spier (City Administrator)

NOTICE is hereby given of a Regular Meeting of the Roads and Drainage Committee for the City of Clear Lake Shores, County of Galveston, State of Texas, to be held on the above mentioned date and time at the Conference Room, 1006 S. Shore Drive, Clear Lake Shores, Texas, for the purpose of considering the following numbered items.

Chairman Sowrey called the meeting to order at 6:10 PM on 3/11/2020 at the City Hall.

A quorum was present.

Other business:

- 1 Approve minutes for meeting held on 2/17/2020.

The meeting minutes for meeting held on 2/17/2020 were approved unanimously.

The meeting was adjourned at 6:20 PM.

Attached meeting minutes

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Roads & Drainage Meeting Minutes

Date and location:

Monday - 2/17/2020

Clear Lake Shores Conference Room

Meeting called to order on 2/17/2020 at 4:30 p.m.

Attendees:

Thomas Haaland - Member – EDC Rep

Alex Scanlon – Member

Richard Sowrey – Chairman/Secretary

Mark Thomson – Member – CLS Rep - (Absent)

Brent Spier – CLS City Administrator - (non-voting)

Issues related to changes to Roads and Drainage ordinance.

1 Discuss and approve changes to the Roads and Drainage ordinance and related text:

(A) Review RBS strawman ordinance No. 2-27 “The duties of the standing committees...”

Review original text No. 2-27 (d2) “The duties of the roads and drainage committee...”.

Debate and approve modified text.

Suggested Modified Text

The duties of the roads and drainage committee are to;

- 1 - keep informed about the condition of the city streets and drainage systems and recommend needed repairs or maintenance to the city administrator,
- 2 - prioritize the streets and drainage facilities in need of repair, renovation or replacement and direct records of such work to the city archives,
- 3 - assist the city's engineer in the design of street and drainage improvements, provide committee feedback, through the committee designated point of contact, to the city's engineer, in the design and execution of street and drainage improvements and projects.,
- 4 - review bids, along with the city administrator, that are received for said improvements, make recommendations to the city administrator and the city council for award of bids to the lowest and best bidder,
- 5 - interface as necessary with other city entities such as the city building inspector, the economic development corporation, the planning and zoning commission, etc.
- 6 - evaluate the performance of the city's engineer yearly and make recommendations to the city administrator,

The committee shall meet as needed but no less than once per year, and will issue meeting minutes, sent to the city administrator and the city secretary, to be posted on the city website,

The committee shall consist of five resident members preferably with technical or business experience. Each member will be appointed by the city council for staggered two-year terms. The city administrator will be a, non-voting participant. A city council member will be appointed as a liaison and will also be a, non-voting participant.

Richard presented the proposed changes to the R&D ordinance.

- a. Line 1 – Accept changes as indicated.
- b. Line 2 – Accept changes and modify “city archives” to “permanent retainage of records”.

- c. Line 3 – Accept changes as indicated.
- d. Line 4 – Accept changes and remove “lowest and “
- e. Line 5 - Accept changes as indicated.
- f. Line 6 – Accept changes and add “and/or contractor after “city’s engineer”.
- g. Second paragraph – Accept changes and modify “to be posted on the city website” with “permanent retainage of records”.
- h. Third paragraph – Accept changes and add “All qualified candidates will be accepted but no more than one person from EDC and one person from city council will be allowed.

The above lines 1 through 6 and the second and third paragraph changes were accepted unanimously.

- (B) Review RBS strawman ordinance No. 2-27 (a1-6) “Standing and special committee guidelines”.

Paragraph (5).

Committee recommendations shall be forwarded to the city administrator by the chairperson. Except for rulings and recommendations of the planning and zoning commission, the zoning **and construction** board of adjustments, committee recommendations shall be communicated to and considered by the city administrator, but the administrator shall be under no requirement to implement them. The city administrator shall notify the committee chairperson of any recommendations he does not intend to implement. The committee chairperson may request any items the city administrator chooses not to implement to be placed on a future city council agenda for discussion by notifying the city secretary.

Paragraph 5 – Eliminate “and construction” from “zoning and construction board of adjustments”.

Paragraph (6)(b)

Standing committees. Standing committees include the planning and zoning commission, the zoning **and construction** board of adjustments, the roads and drainage committee, **the parks** committee, the waterfront compliance committee, **the swimming pool committee, and the landscaping and beautification committee**. The city council may create additional standing committees or abolish any standing committee by a majority vote of the city council. All committees shall operate in compliance with the Open Meetings Statutes.

Paragraph (6)(b) – see Paragraph 5 above change. Also, the Landscaping and Beautification Committee has been combined with the Parks Committee.

The changes in Paragraph 5 and 6b above were accepted unanimously.

- (C) Review RBS strawman CLS website to ensure alignment with proposed ordinance.

Review original website text.

Regarding the city website section on Boards and Commissions – Standing and Special Committee Guidelines.

Richard presented a review of the city website that deals with A and B above. He made suggestions on how to align the ordinance changes with the website verbiage. Rather than the R&D committee dealing with these changes, the committee suggested that he forward his recommendations to the city council for them to address at a later date.

R&D recommended that the current city council committee that is reviewing ordinances be alerted that there are inconsistencies between this section and ordinance No. 2-27 of the Municode.

Issues related to 2020 Street Repair Project.

- 2 Discuss current status of project
 - a. Brent noted that Cobb Fendley will address the 2020 Street Repair Project after they finish the city parking lot surface refurbishment by Teamwork.

Outstanding issues from 2017 road project.

- 3 Discuss current status of 2017 project.
 - a. Brent said that Excel should finish the work on Tindel and Juniper soon. No specific date was given.

Other business:

- 4 Discuss upcoming “Coffee with the Mayor” meeting 3/7/2020.
 - a. Richard reminded R&D members of the upcoming meeting and welcomed anyone to attend if they are available.
- 5 Approve last meeting minutes.
 - a. **The meeting minutes from the last meeting were approved unanimously.**

The meeting was adjourned at approximately 6:00 PM.

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