



## Meeting Minutes City Council

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Tuesday, March 17, 2020

6:30 p.m.

Clubhouse - 931 Cedar

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**Present:** Mayor Kurt Otten, Councilwoman Amanda Fenwick, Councilwoman Christy Lyons, Councilwoman Angie Terrell, Councilwoman Jan Bailey, City Administrator Brent Spier, Building Official Kevin Harrell, Police Chief Tracy Keele, City Secretary Christy Stroup

**Absent:** Councilman Mark Thompson - excused

### 1. CALL TO ORDER & DETERMINATION OF QUORUM:

Mayor Otten and Klein Taylor called meeting to order at 6:30 p.m.

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

Mayor Otten and Klein Taylor lead the Pledge of Allegiance to the Flag of the United States of America and the Texas Flag

### 3. REPORTS FROM COUNCIL:

**Councilman Thompson:** Absent

**Councilwoman Lyons & Rebeka Lyons:** No report

**Councilwoman Terrell & Ashlyn Terrell:** Ashlyn Terrell motioned that we need more unicorns; Councilwoman Terrell said that they will have the Library Read Aloud this Sunday at Jarboe Park

**Councilwoman Bailey & Cole Bailey:** Cole Bailey stated he was in attendance against his will 😊. Cole then stated that on behalf of the Bailey family he would like to acknowledge the City of Clear Lake Shores and would like for all to reach out to those in need help during this time.

**Councilwoman Fenwick & Peyton Fenwick:** Peyton thanked Mayor Kurt for allowing the kids to participate and thanked the Police Department for keeping us safe.

**Mayor Otten & Klein Taylor:** Klein said Thank you God. Mayor Otten went over the COVID-19 guidelines and situation as stated by Gov. Greg Abbott and the CDC; Pool is still open; Parks are all open; Urged the residents to watch the council meetings on line from their homes.

### 4. STAFF REPORTS:

**Interim Chief Tracy Keele:** Went over services that the Police Dept. will provide to elderly or disabled that are not able to get out; stated that the police officers are following the guidelines for social distancing with the people they make contact with; Jail is closed to Class C arrests and some felony arrests.

**Building Official Kevin Harrell:** Stats since last meeting; **Councilwoman Fenwick** inquired about the waterfront transfer that was spoke about at the last meeting and if they have had a meeting to go over the issue? Kevin stated that the meeting is scheduled for this coming Thursday with Doug Roberts and Mark Thompson.

**Kemah Volunteer Fire Dept.:** Absent

**Galveston County Health District Amy Weber:** received 10 calls this month for CLS and calls are down to 4.39 minutes per call; went over the COVID-19 drill of questions that will be asked and how the medical team/responders will react if they come across someone that thinks they are showing symptoms of COVID-19..

**City Administrator Brent Spier:** report attached

5. **COMMITTEE REPORTS: Parks and Pool, Roads and Drainage, Zoning Board of Adjustments; Planning and Zoning and Waterfront Compliance**

**Parks and Pool Committee:** *Chris Richardson* spoke on the bike racks that were ordered; Pickle Ball court; new trashcans are being placed around the park as well; the pool management contract has not been signed; Diana Hoerner submitted her resignation from the committee.

**Roads and Drainage** was presented by *Brent Spier* and included in his report attached.

**ZBOA, P&Z and WCC** had no one present to give report

**WCID #12:** Matt Wiggins, President – stated that they have finally acquired enough water to last for another 20 years; the goal of the fire department is to reduce time the truck leaves the station and right now we are looking at getting under 100 seconds from time the alarm sounds to when the truck leaves

*Councilwoman Fenwick* asked if it would be possible to get the Fire Chief to attend the council meetings. Mr. Wiggins said that he would make sure that he attended at least one meeting a month.

*Mayor Otten* asked when the water tower was going to be worked on and painted? Mr. Wiggins said that he would look into it and get back with the Mayor.

6. **CIVIC CLUB:** Teresa Otten said that questions have come about on Easter Sunrise Service and the kids Easter egg hunt. Easter Sunrise service will be happening sine it is outdoor; the 6 candidates have articles and picture in the Islander.

7. **ECONOMIC DEVELOPMENT CORPORATION:** Mike Pons was in attendance and stated he has nothing to report.

8. **PUBLIC COMMENTS**

9. **NEW BUSINESS:**

**CONSENT AGENDA:**

- a. **Check Register: 02/27/20 thru 03/11/20**
- b. **Council Meeting Minutes 03/03/20**
- c. **Joint Workshop Minutes of City Council and EDC 03/02/20**

*Peyton Fenwick* made motion to approve Consent Agenda items a and c  
*Ashlynn Terrell* second the motion

**MOTION PASSED UNANIMOUS**

*Peyton Fenwick* made motion to discuss item b  
*Ashlynn Terrell* second the motion (that we have more love in the world)

*Councilwoman Fenwick* stated changes to the minutes

*Councilwoman Fenwick* made motion to approve item b with changes  
*Councilwoman Terrell* second the motion

**MOTION PASSED UNANIMOUS**

10. **COUNCIL BUSINESS - Discussion and possible action may be taken on the following items:**

- a. **RESOLUTION 2020-03: A resolution of the City of Clear Lake Shores, Texas providing for the purpose of appointing Election Officials for the General Election to be held May 2, 2020 and Early Voting election period; appointing Eileen Ponton as Election Judge, Stacey Ayers as Alternate Election Judge and designee from Galveston County Elections Division as bilingual Election Clerk for such election.**

*Rebeka Lyons* made motion to accept Resolution 2020-03  
*Peyton Fenwick* second the motion

**MOTION PASSED UNANIMOUS**

**b. Review and award winning bids from Waterfront Silent Bid conducted Monday, March 2, 2020.**

**Cole Bailey** made motion to discuss item b  
**Peyton Fenwick** second the motion

**Councilwoman Fenwick** asked about C-068 and the determination of who won the bid since other bids were higher or the same? **City Administrator Brent Spier** explained that the other bids did not have all the required documentation in their enclosed bid.

**Councilwoman Fenwick** made motion to approve the winning bids  
**Rebeka Lyons** second the motion

**MOTION PASSED UNANIMOUS**

**c. Review and approve Fire Marshall contract.**

**Peyton Fenwick** made the motion to approve the Fire Marshall contract  
**Ashlynn Terrell** second the motion that we all have a good St. Patrick's Day followed by  
**Councilwoman Terrell** second the motion to approve the Fire Marshall contract.

**MOTION PASSED UNANIMOUS**

**8. ADJOURNMENT:**

**Taylor Klein** and **Mayor Otten** adjourned the meeting at 7:22 p.m.

Date Approved: 4-7-20

Attest:

Christy Stroup  
Christy Stroup  
City Secretary



Kurt Otten  
Mayor Kurt Otten

## City Administrator Report

March 4 -17, 2020

There may some overlap in this report with other reports.

The last two weeks the Coronavirus (COVID-19) has ramped up. The City has a continuity of operations plan that has been discussed with all employees. The advantage of having a smaller staff is that most are cross-trained to help when others are out for vacations, etc. City Hall is open and doors have postings on them that of you don't feel well, have fever or flu-like symptoms, please call us (number on notice) and not enter the building. Common areas like entry, stairs, lift and hallway, and items such as door handles, interior/exterior, handrails, light switches, door knobs, restroom facilities and ink pens and countertop at the court area are being disinfected three times daily. Individual work areas are disinfected by persons working in those areas. If you feel sick don't come to work and if you have a fever stay home and call the hospital or urgent care facility for guidance (don't just show up and sit in the lobby). Social distancing is being deployed tonight as you can see, doors have been sanitized as well as mics and common areas.

I participate in at least two conference calls daily on at local level the other at state. Information is critical and changes frequently. Changes to policy will be sent to employees and communicated to the public if needed.

Employees received the same summary as our social media roll out in a face to face meeting today. There were some differing opinions on what was the right thing to do given the conflicting information, between local, state, federal and world organizations. The city will continue to follow CDC guidelines, I advised employees to carefully choose information methods and networks and compare to CDC guidance. No one posed any questions regarding our current methods or information. Again, as a small city with limited staff we are in better position than most to maintain control of our environment and follow guidance.

We are positioned to make difficult decisions if needed or if further guidance is developed as a result of additional information.

**PERSONNEL:** Officer Leggio was sworn in after the last CC meeting. Welcome aboard Officer Leggio!

**ROADS/DRAINAGE:** Excel Paving is scheduled to complete punch list items this week. C-F is in contact with them. 2020 Road Projects have been identified. The projects are to occur on Blue Point, and Narcissus from S. Shore to Ivy in two divisions. Each section is estimated separately with engineer input and total construction cost is estimated to be Engineering/Inspection, GeoTech \$131K, Blue Point \$96K, \$348K S. Shore to Forest, \$319K Forest to Ivy.

**POOLS/PARKS:** Will evaluate and decide placement of bike racks. Big A\*\* fans are Jarboe are being worked on and parts are enroute, each will be dropped 12" and anchored to roof with tether cables. Still questions regarding a pickleball court feasibility and that will be looked at after the fans are repaired. A group will stripe and provide the net and other parts for pickleball if it works out. Will evaluate after repairs.

**DROR AVE:** Cobb-Fendley has completed the metes and bounds and after review by HR Green and Galveston County adjustments were made. I'm awaiting their final review and approval and then we

can move forward with Mr. Dror and an additional unnamed landowner. It may be presented to landowner(s) for dedication. \*\*\*Traffic Warrant study being competed regarding the light at 518 and proposed Dror in Kemah. This is a must need for the road and traffic flow.

ECONOMIC DEVELOPMENT CORP (EDC): Awaiting an answer and cost and then will place order with Wausau Tile for trashcans. Lighter weight trash cans will be sourced for the pool area as they need to be moved sometimes for events and access.

PLANNING/ZONING: None.

PLAZA TEN 06: Natural Gas installation at Okie's has been arranged and paid as of today should be installed within 6 weeks based on construction schedule. Cost was under \$2,000.

CITY HALL: We will have a MD Anderson blood drive for Friday, June 5<sup>th</sup>, 2020 in the Clear Lake Shores Parking lot. February 22, Cajun Cookoff (7a start – 4:15p Awards), 5k run (8a) and 11a Cart parade at Jarboe. City Offices will be closed February 17 for President's Day. Coffee with the Mayor will be March 7, 2020 at 10am at Clubhouse.

Fire Marshal (FM) search is taking place. Met with League City Fire Marshal Tommy Cones last week and am working on a possible agreement now. This is something he and his staff have done with other municipalities. They would not be employees, but would have identification and a provided shirt by CLS identifying them as CLS Fire Marshal, and they would be 1099'd as contractors. Attorney has reviewed agreement and made changes as of this afternoon. \*\*\*Would recommend contract approval by council for contracted fire marshal \*\*\*

PUBLIC WORKS: Power supplies received and installed for entry streetlight on Clear Lake Road. New LED bulbs sourced for clubhouse and dimmer switch added (need another box of 2 bulbs to complete) the color of the lights can be changed if needed.

Other Items:

Field work portion of FY19 audit has been completed and a report will be forthcoming in a couple months. You should have received and returned the Related Parties Questionnaire to Belt, Harris. Pechacek, LLLP. If you have not done so, please return as soon as possible.

Memorandum of Agreement regarding City Owned Parking Lots in the Town Center is at attorney for review. It has been approved and I will visit businesses listed to get signed.

#### **AGENDA ITEMS:**

**Review and Approval of Fire Marshal Contract with Tommy Cones.**

**To be handled at a later date:**

**Review and Discussion of Police Department General Orders and Policy Manual. These will be updated to reflect the appointment of Chief Keele. He is working on this currently and it will be presented to council for review/oversight. Specific questions can be answered by Chief.**