



## Meeting Minutes City Council

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Tuesday, April 7, 2020 6:30 p.m. Televideo Conference via ZOOM

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

**Absent:** K.V.F.D. and G.C.H.D. Amy Weber

**VISITORS PRESENT ON TELECONFERENCE:** Barbara Robin, Johnny Boultinghouse and Ray Freeman and Jesse Young (joined later in the meeting) Benjamin's iphone was removed by Mayor for not properly identifying themselves.

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

Mayor Otten called meeting to order at 6:33 p.m.

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

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

### 3. PUBLIC HEARING:

**922 Elm Rd. (Junk Vehicle: Boat-Sportcraft, White, R# TX 7982 EA) Abstract 18 M Muldoon SUR Lots 876 and 877 Clear lake Shores) An inspection of the above referenced property found violations of Clear Lake Shores ordinances. Chapter 78 (Traffic and Vehicles), Article VI (Junked Vehicles). Sec.78-167 – Junk Vehicle as public nuisance.**

*Mayor Otten* called for any discussion on Public Hearing.

No comments from visitors

*Mayor Otten* closed Public Hearing at 6:38 pm

### 4. REPORTS FROM COUNCIL:

**Councilman Thompson:** No report

**Councilwoman Lyons:** No report

**Councilwoman Terrell:** No report

**Councilwoman Bailey:** No report

**Councilwoman Fenwick:** Monday the General Land Office around the State had a call with elected officials concerning Rebuild Texas Program; Galveston County Food Bank is in need of donations;

**Mayor Otten:** Clear Lake Shores first case of the Coronavirus was reported today; Prohibit group gatherings and adhere to social distancing; would like to recognize any seniors that are graduating; no Sunrise Service for Easter weekend but the Civic Club will hold Jump to Jarboe for the kids and the Easter Bunny will be driving through the streets of Clear Lake Shores on the firetruck.

### 4. STAFF REPORTS:

**Chief Tracy Keele:** Reported monthly stats; went over sanitizing procedures for all officers and their vehicles; looking at possibly acquiring UV lights to use in the patrol cars to confirm sanitized completely; responded to the call for Narcissus concerning the resident playing his guitar and causing a gathering. The officers drove by and had the patrons disburse from the area. If resident continues with this action may issue citations.

**Building Official Kevin Harrell:** Stats since last meeting; asked Chief Keele what protocol was he to use when doing inspections at properties? Chief Keele stated that he asked some of the other cities and their response is that they are asking the workers to leave the building at least one hour prior to the inspector arriving. The only people in the dwelling during the inspection is the inspector and one contractor using the recommended PPE.

**Kemah Volunteer Fire Dept.:** Absent

**Galveston County Health District Amy Weber:** Absent

**City Administrator Brent Spier:** report attached

5. **PUBLIC COMMENTS:** None

9. **NEW BUSINESS:**

**CONSENT AGENDA:**

- a. **Check Register: 03/12/20 thru 04/01/20**
- b. **Council Meeting Min. 03/17/20 (Regular Mtg)**
- c. **Council Meeting Min. 03/20/20 (Emergency Mtg)**
- d. **Council Meeting Min. 03/25/20 (Emergency Mtg)**
- e. **Council Meeting Min. 04/02/20 (Emergency Mtg)**
- f. **WF Transfer B-045A: Bryan & Diana Hoerner to Craig & Michelle Ramsey**
- g. **WF Transfer B-051A: William Weldon to Tom and Deb Scroggins**
- h. **WF Transfer F-149B1: Jeff & Angie Terrell to Bryan & Makenzie Wullner**

**Councilwoman Fenwick** made motion to accept consent agenda except pull item c  
**Councilwoman Terrell** second the motion

**MOTION PASSED UNANIMOUS**

**Councilwoman Fenwick** made motion to accept item c with one change – correct adjournment time from p.m. to a.m.  
**Councilwoman Lyons** second the motion

**MOTION PASSED UNANIMOUS**

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

- a. **Action from Public Hearing for 922 Elm Rd. (Junk Vehicle: Boat-Sportcraft, White, R# TX 7982 EA) Abstract 18 Muldoon SUR Lots 876 and 877 Clear lake Shores) An inspection of the above referenced property found violations of Clear Lake Shores ordinances. Chapter 78 (Traffic and Vehicles), Article VI (Junked Vehicles). Sec.78-167 – Junk Vehicle as public nuisance. (Brent Spier)**

**Bldg. Official Kevin Harrell** stated that the homeowner and the owner of the boat have both been sent certified letters as required. The homeowner is deceased and his letter was returned by USPS. The boat owner has not responded and their letter was returned by USPS as well.

There was brief discussion between City Council and Kevin Harrell concerning proper service procedures and if the boat was able to be moved. Kevin stated that the boat was now in a position to be moved and he had a company that could come and remove the boat.

**Councilwoman Terrell** made motion to have the boat removed at 922 Elm Rd.  
**Councilwoman Lyons** second the motion

**MOTION PASSED UNANIMOUS**

- b. **Approve split of Waterfront Lease D-100E and D-100F: D-100E is currently 25' and D-100F is currently 25' – split requested is D-100E = 17.06' and D-100F = 32.94'. (Brent Spier)**

**Councilwoman Fenwick** made motion to split the waterfront as requested  
**Councilwoman Lyons** second the motion

**MOTION PASSED UNANIMOUS**

- c. **Approve Waterfront Transfer of D-100F from James and Susan Bragg to Brad Saltaformaggio. (Brent Spier)**

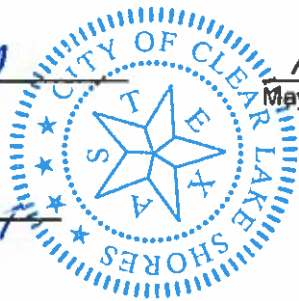
**Councilwoman Bailey** made motion to approve waterfront transfer  
**Councilman Thompson** second the motion

**MOTION PASSED UNANIMOUS**

**8. ADJOURNMENT:**

**Mayor Otten** adjourned the meeting at 8:08 p.m.

Date Approved: 4-21-20



Kurt J. Otten  
Mayor Kurt Otten

Attest:

Christy Stroup  
Christy Stroup  
City Secretary

City Administrator Report

March 18 – April 7, 2020

There may be some overlap in this report with other reports.

The last four 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 closed to the public. Library and Pool remain open, until such time as people violate the conditions set forth in our declaration (affirming GA-14 by Gov. Abbott) or it becomes a public health issue. Common areas like entry, stairs, lift and hallway, and items such as door handles, interior/exterior, handrails, light switches, door knobs, restroom facilities 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 continuing.

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.

As of this morning conference call we stand at 256 confirmed in Galveston Co., 22 hospitalized and 1 death. It does not officially list recovered but we also are seeing recoveries in the area. At the last CC Meeting on March 17<sup>th</sup>, the global count was 196,000 confirmed, as of today that count is 1,413,000 confirmed. This is due to spread of disease as well as more test kits being available and testing taking place tempered with some countries not reporting any longer. The US is pretty good about reporting and that is good and bad when comparing to others who under reported.

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

**PERSONNEL:** We have three employees working remotely on a rotating schedule. Police shifts have been adjusted to limit contact with co-workers and office staff. Adjustments to the normal way of doing things is taking place as we adjust to the temporary 'new normal.'

**ROADS/DRAINAGE:** Excel Paving has been contacted regarding punch list items. 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:** Has developed a plan for bike rack placement. Big A\*\* fans at Jarboe have been adjusted and work is complete. One push button is not functioning and they have been contacted for replacement. The pickleball group can evaluate if it will work for them. Concrete has been pressure washed but it has an etched surface stain that will not come up. Pool management company will not have lifeguards early in the season due to the COVID-19 crisis, they cannot train employees at this time, expect a delay. Maintenance will continue on schedule.

**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 completed regarding the light at 518 and proposed Dror in Kemah. This is a must need for the road and traffic flow. \*\*\*Once complete we will work on getting ROW for project.

**ECONOMIC DEVELOPMENT CORP (EDC):** Concrete trash cans have been ordered. Expected delivery this summer. They are not experiencing any slow down as an essential industry. Lighter weight trash cans will be sourced for the pool area as they need to be moved sometimes for events and access. EDC rolled out The Emergency Business and Jobs Retention Program to address needs to local CLS businesses. 18 businesses received grants to help with business expenses such as utilities, rent, salaries or other costs. With CLS as model, other cities are following suit. LaMarque and Texas City most recently and others will likely follow. I received numerous calls from neighboring cities about the program.

Commented [B551]:

**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. \*\*\* (No Update 4/7/20)\*\*\*

**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. This may be pushed out. This Saturday, April 11, expect to see the Easter Bunny around the island. He will visit atop a fire truck. Civic Club also has a Hop over to Jarboe scheduled.

Fire Marshal has been reviewing some plans and we plan to roll out site visits after the stay at home passes.

**PUBLIC WORKS:** Keeping up on sanitation of facilities and grounds, keeping a positive message on the marquee and making sure we keep things as normal as possible for as many as possible.

PW Truck is being worked on and in addition to numerous oil leaks the front suspension is shot. Being a diesel it is not inexpensive, but it is a critical piece of equipment for our city.

**Other Items:**

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 at a more appropriate time.

**AGENDA ITEMS:**

None.

**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.