



## Meeting Minutes City Council

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Tuesday, August 2, 2022

6:30 p.m.

931 Cedar, CLS, TX 77565

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**Present:** Mayor Kurt Otten, Councilman Alex Scanlon, Councilwoman Monica Ledet, Councilman Randy Chronister, Councilman Steve Wirtes, Police Chief Keele, City Secretary Christy Stroup

**Absent:** Councilman Randy Chronister – excused

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

Mayor Otten called meeting to order at 6:31 p.m.

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

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

### 3. REPORTS FROM COUNCIL:

**Councilman Steve Wirtes:** Attended a business luncheon for State of the Industry concerning fuel economy emissions.

**Councilman Rick Fisher:** No report

**Councilwoman Monica Ledet:** No report

**Councilman Alex Scanlon:** No report

**Councilman Randy Chronister:** absent

**Mayor Kurt Otten:** Presented a framed photo to Kevin Harrell upon his departure from the City as the Building Official.

### 4. STAFF REPORTS:

**Chief Keele:** Stats for July 2022; Status on the ticketwriters

**City Administrator Brent Spier:** Report attached (attachment a)

### 5. COMMITTEE REPORTS:

**Parks and Pool:** Chris Richardson reported parks and pool information

**Roads and Drainage:** Alex Scanlon reported: progress on Narcissus

**Zoning Board of Adjustments:** Mr. Michaelski – no report

**Planning and Zoning:** Mr. Michaelski reported they had a meeting for replats on Aspen but requestor was not in attendance so they took no action. Reset to July but the requestor withdrew.

**Waterfront Compliance Committee:** No report

### 6. CIVIC CLUB:

Teresa Otten reported: Thursday is membership mingle and wine tasting; Sunday – Aug. 14<sup>th</sup> is back to school party at Jarboe Park

### 7. 60<sup>th</sup> ANNIVERSARY CELEBRATION:

Teresa Otten stated that GALA tickets are still on sale.

**8. ECONOMIC DEVELOPMENT CORPORATION: No report**

**9. PUBLIC COMMENTS:**

Roger DeRick – resident on Blue Point: Inquired about the property located on FM 2094 and the status of the build out of the proposed plan behind Frank's Body Shop.

**10. CONSENT AGENDA:**

- a. Check Register: 06/30/22 thru 07/27/2022
- b. CC Meeting Minutes 05/17/22 (Special)
- c. CC Meeting Minutes 06/07/22 (Regular)
- d. CC Meeting Minutes 07/05/22 (Regular)
- e. CC Budget Workshop Minutes 07/22/22
- f. CC Meeting Minutes 07/22/22 (Special)

Councilman Fisher stated Item c to be pulled from Consent Agenda. Requested amendment that his absence be listed as excused.

**CONSENT AGENDA PASSED with this revision.**

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

- a. Re-appoint Judge Dick Gregg, III as Municipal Court Judge for Clear Lake Shores Municipal Court – term expires August 30, 2024.

Councilwoman Ledet made motion to re-appoint Judge Dick Gregg, III  
Councilman Fisher second the motion

**MOTION PASSED UNANIMOUS**

- b. Appoint a member to the Parks and Pool Committee to fill the vacancy of Melissa Stauffer resignation – term expires 09/30/23.

Councilman Fisher made motion to appoint Meri Cooney to the Parks and Pool Committee  
Councilwoman Ledet second the motion

**MOTION PASSED UNANIMOUS**

- c. Approve revision to the Employee Handbook pertaining to Direct Deposit requirement for Payroll Checks.

Councilwoman Ledet made motion to approve revision to Employee Handbook  
Councilman Wirtes second the motion.

**MOTION PASSED UNANIMOUS**

- d. Discussion Only: Update on Short Term Rental Ordinance revision.

Main take-away points by Brent Spier:

- Permit Fee - \$1,000
- Over 25 years of age to rent
- 2 persons per bedroom
- Max persons is 12
- Max 4 daytime guests
- 1 car per bedroom
- Detailed Code of Conduct to be posted at each Short Term Rental location

**12. ADJOURNMENT:**

Mayor called for Adjournment at 7:04 pm

Date Approved: 9-6-22

Attest:

Christy Stroup  
Christy Stroup, City Secretary



Kurt Otten  
Mayor Kurt Otten

## City Administrator Report

July 6 – August 2, 2022

Tonight's meeting is the last for Building Official Kevin Harrell. Kevin, as announced has taken a job in private sector and will be working in commercial inspection. Over the last six years, Kevin has done an excellent job of applying city ordinances and accepted building codes to ensure properly built and safe buildings for our residents and visitors. His dedication to his job and availability for answering questions, providing insight and direction will be missed. Thanks Kevin.

I will review two third party inspection companies and facilitate an agreement in the interim.

Job Posting for Building Official/Code Enforcement is on TML website and some resumes have been received. Will reach out to the prospects late this week or early next for Zoom interviews, prior to in-person visits.

COURT PROCESS: No updates. Virtual court scheduled August 17, 2022.

PARKS: TPWD Project plans are at 100%, with rev c. and are sealed. Permitting paperwork has been marked as "Federally Complete" as of June 9, 2022. USACE is reviewing and making evaluation. "Evaluation is on-going and currently in good-standing and is being processed as soon as possible with existing workload." No Update.

DANIEL DROR AVE: Moving to final walk through. Plan to have ribbon cutting with Galveston County, Dror Family members and City partners at later date. Trying to address the corner cutting at Hanson and Daniel Dror Ave with concrete barriers, reflectors and landscaping. Will start process to move forward with renaming a portion of Hanson Rd that aligns with Daniel Dror Ave as Daniel Dror Ave (connecting FM2094 to FM518).

ECONOMIC DEVELOPMENT CORP (EDC): Provided anticipated proposed budget to EDC Chair, for inclusion as agenda item at next meeting.

SH146: Construction continues and ahead of schedule. Intermittent closures are anticipated and will be published through social media. Missed last update but reviewed minutes.

PLAZA TEN 06: C-F has design and I've requested a reduced drawing and scope of work, not a full bid packet in attempt to keep costs below \$50K threshold. Funding could be a combination of PZ10-06, R&D funds or solely sourced from either.

CITY HALL: Decking on city hall at generator location will need to be replaced due to decay, awaiting quote from generator company as it will require complete disconnection/connection. May be a better project outside storm season. Functional and currently safe, but decaying quickly and is only limited to the decking not the joists.

CenterPoint Electric update at City Hall completed today. Generator was also serviced for dead battery. I will inspect generator for proper battery charging later this week.

Excessing vehicles. One did not meet reserve and was relisted with lower reserve. On another reserve was close to being met. Will contact high bidder to see if they wish to purchase. Seized 2500 Pickup is on Municibid.com and has a modest reserve. Also removed emergency equipment from Tahoes will be excessed when returned to the city from upfitter and will go to defray costs of upfitting, as is the sale of vehicles.

PUBLIC WORKS: Replaced fencing around Clubhouse dumpster as it was faded and broken. Aged fishing pier at deep hole is being redecked. Nearly complete. Clubhouse blinds replaced with generous help from Civic Club. Likely will procure additional blind sections on east doors based on west door performance. This may drive additional improvements such as floor refinishing and wall painting.

**ROADS/DRAINAGE:** Pre-Construction walk through completed (7/29/22) by city staff with contracted inspector, contractor and member of roads and drainage. Contractor is looking at three (3) weeks out and anticipates access to be possible by all residents, we will communicate more as that information becomes available. Contracted inspector will oversee job on behalf of the city, PW will remove some vegetation in ROW prior to construction. Plans to notify residents and concerns of dry cement powder, will require vehicles be garaged or off site on those days.

**OTHER ITEMS:**

Ad-Hoc STR Ordinance has some changes. A final version has been submitted to the Mayor for review as the originator of the ad-hoc committee and staff comments will be forwarded to legal for a modified form of the ordinance. The workshop scheduled for July 13, was well-attended and residents provided some additional input on the subject. Current form of the re-worked ordinance was read through and additional comments incorporated.

Will be looking to schedule some training regarding emergency operations for elected officials. This can be done on-site in CLS with Galveston County OEM personnel, anticipate a 4 hour window with many breaks. Moves quickly with smaller group of known folks. There is no cost. This is best after the summer rush. Council if interested please contact me and I will facilitate. TK, myself and mayor have completed.

Budget agenda items and workshops have been scheduled. EDC agenda 7/12 @6:30P \*was postponed for lack of quorum Council Workshop #1 7/22 @1P went well, and Council Workshop #2 (as requested) will be 8/5 @1P. This will keep us moving forward.

Strategic Plan update/Workshop June 30, 2022 was held at Clubhouse. Still need to review this document and provide changes insights to Mr. Cox.

Planning continues for the September 14 GCMCA Dinner planned with assistance of GCMCA veteran's who have done it before.

Motorola moving forward, expect to use vehicle mounted modems and not air card/wireless uploading at city hall. This is the most efficient method of uploading data heavy files to the cloud. This will be encrypted.

As Safety Vision technology is removed from service we will package for return to the vendor.

Upcoming dates of interest:

September 14: GCMCA Dinner hosted by City for Clear Lake Shores

**AGENDA ITEMS:**

**a. Re-appoint Judge Dick Gregg, III as Municipal Court Judge for Clear Lake Shores – term expires August 30, 2024.**

Recommend appointment of Judge Gregg to additional term.

**b. Appoint a member to the Parks and Pool Committee to fill the vacancy of Melissa Stauffer resignation – term expires 09/30/23**

Recommend that the vacancy be filled. The opening was advertised through normal channels and application(s) received.

**c. Approve revision to Employee Handbook pertaining to Direct Deposit requirement for payroll checks.**

Recommend revision of payroll policy to align all employees on direct deposit. Direct deposit has been encouraged and an option for several years. Currently, only one employee receives a paper check. This will not change reimbursements to employees for training and other approved city-related expenses, they will continue with paper checks as part of the checks and balances.

**d. Discussion only: Update on Short Term Rental Ordinance Revision  
(City Administrator Brent Spier)**

There is no official recommendation to bring forth as it is being reviewed internally and then by legal. Once I have legal opinion and any changes I have asked them to proceed with the editing of the current ordinance to implement any changes. This can then be presented to council for review and possible action.