

The City Council of the City of Seabrook met in regular session on Tuesday, September 4, 2018 at 7:00 p.m. in Seabrook City Hall, 1700 1st Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

THOM KOLUPSKI	MAYOR
ED KLEIN – Ex. Abs.	COUNCIL PLACE NO. 1
LAURA DAVIS	COUNCIL PLACE NO. 2
JEFF LARSON	COUNCIL PLACE NO. 3
NATALIE PICHA	MAYOR PRO TEM
BUDDY HAMMANN	COUNCIL PLACE NO. 4
JOE MACHOL	COUNCIL PLACE NO. 5
GAYLE COOK	COUNCIL PLACE NO. 6
STEVE WEATHERED	CITY MANAGER
ROBIN HICKS	CITY ATTORNEY
	CITY SECRETARY

Mayor Kolupski called the meeting to order at 7:00 p.m. and led the audience in the United States and Texas Pledge of Allegiance.

1. PRESENTATIONS

1.1 Presentation on "The Leader in Me" Program. (Deborah Laine, Executive Director, Clear Creek Education Foundation)

Ms. Deborah Laine, Executive Director, of the Clear Creek Education Foundation, explained that the Leader In Me Program supports our kids in CCISD.

Holly Hughes, CCISD Assistant Superintendent of Elementary Education, stated that great things always happening at Bay Elementary. The Leader In Me is a program that takes those time honored classic habits that are transformational as far as building community and community members and brings it into the school setting. The seven familiar components of the program are Be proactive; Begin with the end in mind; Put first things first; Think win-win; Seek first to understand then to be understood; Synergize; and Sharpen the Saw. The goal is to have more than just great test takers, but to have students become highly successful in the workforce. The home – school connection is strengthened through this program as well.

Research shows that students today are under more stress at an early age. The children need to learn skills for how to respond and think for themselves. This program provides a constant social-emotional learning piece and creates an exclusive opportunity for students to learn these skills. Stephen Covey began this program in pre-k and kindergarten classes by learning to be proactive. Falcon Pass Elementary and Armand Bayou Elementary have had great success with The Leader In Me program (including decreasing the number of students referred to the office), so that four (4) additional schools have been added, and Bay Elementary is one of those. While working on Leader In Me, discipline, behavior, and academic goals are progressing forward for

every student. Parents become mindful of the core habits because they see them in their kids. Through the program, students are setting goals and becoming leaders themselves.

Erin Tite, Principal at Bay Elementary, explained that Bay has 711 students with 15 plus languages spoken there, and 46 percent of the student population economically disadvantage. The school has won State distinctions for STAAR testing results, including academic achievement in science and post secondary readiness. Seventeen (17) plus clubs have been started as a result of the initiation of the Leader In Me Program and teachers are excited about it. They are stepping up and volunteering to start new clubs, including the Eagles Nest after school for latchkey kids. Seabrook Rotary has sponsored the school for the last 5 years by partnering with the City to take 20 plus students shopping during the holiday season. The Leader In Me program will offer something for every student and teachers have seen so many incredible changes in year 1 during implementation. A school wide jobs program has been started through Leader In Me, with a help wanted board where kids can see the available jobs and apply for them, and kids are feeling a sense of self-worth that has not been seen in the past, a sense of purpose. Bay has two kids that teachers and staff spent the entire year last year meeting parents at the car. Now, both of those kids are walking in and coming to school this year. The office has only had to make one phone call this year about attendance and the questions was not if he wanted to come to school, but if he still wanted to do his job. The staff training for this program is two days, and it is tough at first because it breaks the staff down in order to do self-reflection. It's been incredible to watch the transformation with some of the staff members. Attendance has been incredible, including staff attendance. There is nothing in the world more rivoting than seeing a student stand up and lead character rally. Students lead all of the rallies. Now there is a student who trains other students to lead the rallies. Now the students are branching into grade level service projects. One of the 5th grade teachers shared a video to show the campus how to use the buddy bench. The students modeled it and had the teacher video them. The students coming up with these great ideas.

Ms. Laine explained that cost for the program, over a five (5) year period, is \$85,830. The CCISD Education Foundation hopes that the Council and the City can help with this funding. The proposal for funding from the City is \$10,000 over 5 years at \$2,000 per year. If City decides to do \$10,000 that's 12 percent of the total program cost. Rotary has already pledged \$8,000. CCISD covers 35% at \$30,000. Community partners covers 44%. City of Webster has committed to \$44,000. Kemah is considering \$50,000. Clear Lake Shores is looking to approve \$10,000. The Foundation has presentations coming up for Nassau Bay and League City. This program is scheduled to roll out to 14 more schools in CCISD. This is about educating the whole child. CCISD already does an exceptional job of educating our children and teaching goal planning, conflict resolution, and time management skills. Students will carry those concepts with them as they grow and become young adults. CCISD, the Foundation, and Bay Elementary appreciates that the City is interested and hopes the City will support Bay Elementary.

In answer to Councilmember questions:

- In addition to financial assistance, there is an unlimited amount of volunteers that can be used.

- 82 • There has been discussion about sharing the book with Seabrook Intermediate, to get a
83 program started there.
- 84 • Buying the books only would be more cost effective; however, the training for the teachers
85 is key. The teachers have to go through a self-analysis in order to go through the
86 transformation needed to teach the key components, the life-long skills
- 87 • In order to track progress of the program and justify the cost, Bay Elementary will track
88 attendance, academics, and behavior (behavior goals set by staff). Goals will be reported
89 monthly to staff and students, and the school will make a yearly report to the Education
90 Foundation. The City will also get an annual update. Council will be invited to the school
91 for showcases.
- 92 • This is a culture shift. Over the years schools have had to focus on education, but now they
93 are facing issues that they've never had to handle before, like violence. As students go
94 through school, they are continuing to practice habits they learn. CCISD and Bay
95 Elementary have already proven academic success, but the goal is to make sure students
96 are successful after graduation. Administration has heard from outside that CCISD
97 students do not have the soft skills, like looking people in the eye. Adults know these
98 important soft skills, but the need is to start helping the kids form these habits at a very
99 young age.

100 Bay Elementary Assistant Principal, Jeffrey Mathis, concluded by pointed out that Bay
101 has many single parent households and transient families. The job is to educate the whole child.
102 The community needs to help kids grow, and not just focus on academics.

103 Ms. Laine thanked Council for their time.

104
105 **1.2** Presentation of the final City of Seabrook Strategic Plan for Fiscal Year 2018-2019, as
106 updated by City Council and City Staff on July 13, 2018 at the Strategic Planning
107 Workshop. (Cox)

108 Ron Cox, Strategic Planning Consultant, thanked Council for their time and attention
109 during the workshop on July 13. Many items were reviewed and discussed and it was a great
110 conversation.

111 The goal of the July workshop was to refresh the current Strategic Plan, and it was
112 accomplished by participating in a Strengths, Weakness, Opportunity, and Threat (SWOT)
113 exercise.

114 The outcomes of the SWOT were as follows:

- 115 • A new governance model was created, from the model last designed in 2014, and Council
116 agreed that the current vision and mission statements were still good statements on which
117 to base decisions regarding strategic planning. In addition, the staff created Core
118 Leadership Model, created in 2014, is still effective.

- Council defined the characteristics of leadership in 2018 to include: Communications and expectations philosophies of both each other and of staff, as well as staff's expectations of Council. Staff will know what the end in mind is and they can continue to move through the process. Consistency is also key in helping everyone to move forward.
- A review of strengths and weaknesses lead to updated goals and strategies.
- The vision elements defined were Economic Development; Governance; Organizational Development; Quality of Life; Communication and Image; Mobility and Infrastructure; Safe and Secure City; and Highway 146.

An example of a 2018-2019 initiative set during the workshop is the development of a policy to define a revised Council/Committee liaison communication process. Council identified at least two (2) and sometimes three (3) new items to address in each vision element or continued with what is already being done well. Council was cognizant of whether each item was consistent with the City's vision and the things that Council wants to accomplish.

The City Manager and Department Directors have developed an implementation plan out of Council's vision. The implementation plan sets out goals for:

- Multiple points of public access to waterfront in all districts
- Provision of resources for businesses during the SH146 expansion
- Optimization related to real estate development
- Updating subdivision and zoning ordinances
- Creation and use of sustainable budgeting methods
- Succession planning
- Equipping employees to do their jobs well
- Transitioning for Mayor election by developing and sharing Mayor's relationships both inside and outside the City with Council members

2. PUBLIC COMMENTS AND ANNOUNCEMENTS - None

2.1 Mayor, City Council and/or members of the city staff may make announcements about city/community events. (Council)

Councilmember Davis announced several upcoming events, including: Kids' Fish; Celebration Seabrook; Toughest 10K; Fun Fun; and Bike Around the Bay.

3. CONSENT AGENDA

3.1 Approve the Quarterly Investment Report for 3rd quarter 2017-2018 as required by the Public Funds Investment Act. (Gibbs)

3.2 Approve the minutes of the July 24, 2018 Regular City Council Meeting. (Hicks)

156 **3.3** Approve the minutes of the July 31, 2018 Special City Council Meeting. (Hicks)
157

158 **3.4** Approve the minutes of the August 21, 2018 Regular City Council Meeting. (Hicks)
159

160 Motion was made by Councilmember Picha and seconded by Councilmember Machol
161

162 To approve the Consent Agenda, as presented.
163

164 MOTION CARRIED BY UNANIMOUS CONSENT
165

166 **4. *NEW BUSINESS***
167

168 **4.1** Consider and take all appropriate action on first reading of proposed Ordinance 2018-20,
169 "Grant of Franchise to Crown Castle GT Company LLC and Approval of Agreements Relating
170 Thereto." (Cook)
171

172 AN ORDINANCE OF THE CITY COUNCIL OF SEABROOK GRANTING TO CROWN
173 CASTLE GT COMPANY LLC A FRANCHISE FOR A WIRELESS COMMUNICATION
174 FACILITY, (TOWER), ON A TRACT OF LAND CONSISTING OF 0.053 ACRE (2,294.65
175 SQUARE FEET) SITUATED IN THE RITSON MORRIS SURVEY, ABSTRACT NO. 52,
176 BEING CALLED LOTS 1,2,3,4, & 5, BLOCK 6, JOHN B. WILLIAMS ADDITION, AN
177 ADDITION TO THE CITY OF SEABROOK, HARRIS COUNTY, TEXAS, BY ENTERING
178 INTO AGREEMENTS ENTITLED "AMENDED AND RESTATED GROUND LICENSE
179 AGREEMENT", AND "GOVERNMENTAL ENTITY TOWER LICENSE AGREEMENT"
180 AND RELATED DOCUMENTS FOR SUCH PURPOSE, ATTACHED HERETO AND
181 INCORPORATED BY REFERENCE, FOR APPROVAL FOR A TERM, WITH OPTIONS,
182 NOT TO EXCEED 20 YEARS, PURSUANT TO THE SEABROOK CITY CHARTER,
183 ARTICLE X. "FRANCHISES AND PUBLIC UTILITIES", REPEALING ALL ORDINANCES
184 OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND
185 PROVIDING FOR SEVERABILITY
186

187 Motion was made by Councilmember Davis and seconded by Councilmember Machol
188

189 To approve on first reading proposed Ordinance 2018-20, "Grant of Franchise to Crown Castle
190 GT Company LLC and Approval of Agreements Relating Thereto."
191

192 MOTION CARRIED BY UNANIMOUS CONSENT
193

194 **4.2** Consider and take all appropriate action on first reading of proposed Ordinance 2018-21,
195 "Amending the City of Seabrook City Code of Ordinances to Update 'Appendix B' 'Master Fee
196 Schedule'. (Cook)

197
198 AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO UPDATE
199 "APPENDIX B", ENTITLED, "MASTER FEE SCHEDULE" BY UPDATING AND
200 AMENDING UTILITY FEES AND OTHER ADMINISTRATIVE FEES; MAKING FINDINGS
201 OF FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH FEES AND
202 CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS
203 ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE AND
204 EFFECTIVE DATE

205
206 Motion was made by Councilmember Picha and seconded by Councilmember Machol

207
208 To approve on first reading proposed Ordinance 2018-21, "Amending the City of Seabrook City
209 Code of Ordinances to Update 'Appendix B' 'Master Fee Schedule'.

210
211 MOTION CARRIED BY UNANIMOUS CONSENT

212
213 **4.3** Consider and take all appropriate action on first reading of proposed Ordinance 2018-22,
214 "Updating the City's Records Management Program". (Hicks)

215
216 AN ORDINANCE REPEALING CHAPTER 2, "ADMINISTRATION", ARTICLE IV, "PUBLIC
217 RECORDS", DIVISION 2, "RECORDS MANAGEMENT" OF THE CODE OF ORDINANCES
218 OF THE CITY OF SEABROOK, AND REPLACING WITH A NEW CHAPTER 2,
219 "ADMINISTRATION", ARTICLE IV, "PUBLIC RECORDS", DIVISION 2, "RECORDS
220 MANAGEMENT"; PROVIDING FOR DEFINITIONS, COMPLIANCE, A RECORDS
221 MANAGEMENT OFFICER, A RECORDS MANAGEMENT COMMITTEE, AND A
222 RECORDS MANAGEMENT PROGRAM; REPEALING ALL OR PARTS OF ORDINANCES
223 INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND
224 PROVIDING FOR NOTICE

225
226 Robin Hicks, City Secretary, stated that the current Records Management Program was
227 established in 1976, and hasn't been updated since its origin. With more and more people
228 conducting business through electronic/digital technologies, the Records Management Program
229 needs to be updated to include provisions for moving from paper to electronic records storage,
230 maintenance, and destruction. This ordinance creates a Records Management Committee so that
231 key stakeholders, including IT and HR will be in the decision making process. With a centralized
232 electronic records repository, staff will be able to access information more quickly and efficiently,

which will ultimately work to provide better customer service to residents and other persons. The City will save money on paper and off site storage costs, and in the event of an emergency, staff will be able to access documents and information, from anywhere and risk of loss of important, essential records will be minimized.

Motion was made by Councilmember Machol and seconded by Councilmember Hammann

To approve on first reading proposed Ordinance 2018-22, "Updating the City's Records Management Program".

MOTION CARRIED BY UNANIMOUS CONSENT

5. ROUTINE BUSINESS

5.1 Approve the Action Items Checklist which is attached and made a part of this Agenda. (Council)

TXDOT – Gayle Cook, City Manager, stated that there is not much update at this time. Staff has reached out to TXDOT to verify if the 180 day delay of start is still in place, and the kickoff meeting will not happen until after the 180 days is completed. The engineer assigned to Seabrook, as well as the contractor have responded to staff's inquiries quickly. Tookie's Hamburgers will be demolished next. The environmental are completed on Laredo's and Enterprise Rental Car, but no demolition date at this time. Because people from outside of Seabrook are asking questions about what is happening here, the City is hoping to have the 146 website up and running to give people progress information. EDC is looking into electronic signage for project updates. Regarding the suggestion that the City give updates on area billboards, those billboards are now under TXDOT ownership, so they will be coming down soon, as part of the project preparation. As a side note, the big oak tree at Tookie's Hamburgers is outside the boundary for demolition, so it will not be taken down.

PROJECT – Kevin Padgett, Director of Public Works, stated that the rain is much needed, but delaying projects. The repair to the meter vaults at Redbluff and Todville (that tally water coming in from Pasadena) that were damaged during Harvey should be completed in the next couple of weeks. The main line is complete on the Todville sewer project, and now crews are moving back north to install manholes. The Brookwood and LakePoint Forest projects are substantially complete. The Wastewater Treatment Plan clarifier rehab and Red Bluff Waterline project were completed in the last couple of weeks with minor cleanup and sidewalk repairs.

271 **GRANTS ADMIN** – Ms. Cook stated that there have been no additional deposits on
272 Harvey projects, and there are no additional updates on the HMGP grant.
273

274 **CELEBRATION SEABROOK** – LeaAnn Petersen, Director of Communications, stated
275 that the Celebration Seabrook event will take place in one month out. Sponsors who are on board
276 include Cobb Fendley (Platinum sponsor); Gulf Winds (Gold sponsor); Kroger, Seabrook
277 Association, TASC, and Budweiser (Silver sponsors); Chesapeake Bay Active Senior Living,
278 Global Exchange, Gulf Coast Limestone, Lakewood Yacht Club, Power Home Remodeling, Ross
279 Banks, and Southern Journeys (Bronze sponsors); American Acryl, CenterPoint Energy, BOK
280 Financials, Green Mountain Energy (Supporting sponsors); and Bay Area Observer, CLEMC,
281 Crown Trophy, i45Now, Life is Good, Waste Management, The Bull, and Tookie's Seafood (In-
282 Kind sponsors). Budweiser is donating the stage (about \$4000) as well as signage. CenterPointe
283 Energy is taking care of the parking lot golf cart service. Life is Good put an add in its publication
284 in exchange for 10 tickets. The Artist Pavilion will include 15 artists or art related booths with
285 Seabrook Rocks (Seabrook Association), Arts by Carol, Stroke of Art by Lollie, Bell Jar Beauty,
286 B. Marie's Sea Glass Designs, Twisted Sisters, Galveston Bay Soap Co., Art by Lisa Chopp, SoKol
287 Designs, Painting With A Twist, Yachty Gras' Art Posters, Koerie, Parker Fine Art, Decker Pair
288 Creations, J&K Fabrications. There will be Chalk Sidewalk Art by Liz Conces Spencer, Gene
289 Hester, Samantha Lindsey & Danny Russo. Debi Starr will paint a new Seabrook Pelican Live
290 and oversee the painting of a new Community Pelican. Shelbi Nicole will continue the Skatepark
291 Mural. The Merchant Village will contain 17 merchants to include Rosa and Girls Scentsy, Color
292 Street, Origami Owl, Keels and Wheels, Lucky Trail Marathon, Jane Markou Boutique,
293 BAHCVB, EVER Skincare, City of Seabrook Merch/Open Space, Share Your Christmas, Cutco,
294 Nomadic Diva, SeneGence, Crossfit Asteria, Texas Beer Bus Tours, Damn Fine Coffee Roasters,
295 and Bunt-Cake-Aholic. There will be music all dya on the Budweiser Live Music Stage featuring
296 Jaime Wyatt, Grant Gilbert, Bri Bagwell, Brandon Rhyder, and Cory Morrow. The Kids' Zone is
297 back with a Bounce & Climb, Balloon Twisting, Pumpkins & Pets, a Magician, Face Painting,
298 Pirates Ahoy, Henna Tattoos, Story Time by the Meador Library, Houston Maritime boat Building,
299 Strolling Entertainers, Jugglers & Stilts, and all day crafts & Pelican tshirts. Public Relations and
300 Advertising has been active with press releases going out to 300 contacts. Houston Style and
301 CW30 are interested in covering the event. CultureMap.com published the event. Half a dozen
302 event calendars were submitted to Houston Press, Macaroni Kids, Houstonia, and Yelp. In kind
303 ads have been received from Life is Good, Bay Area Observer and i45 Now.
304

305 Motion was made by Councilmember Davis and seconded by Councilmember Machol
306

307 To approve the Action Items Checklist.
308

309 MOTION CARRIED BY UNANIMOUS CONSENT

310
311 **5.2** Establish future meeting dates and agenda items. (Council)
312

313 The next City Council meeting is September 18, with the Crime Control and Prevention
314 District meeting starting at 6:45pm and the Council meeting starting at 7:00pm.
315

316 The October 2 City Council meeting will begin at 5:00pm, to make accommodations for
317 National Night Out. There will be a joint City Council / Planning & Zoning Commission meeting
318 on October 18.
319

320 Councilmember Davis asked that the CCISD Leader In Me funding item be placed on the
321 next agenda.
322

323 **6. DISCUSSION ITEM**
324

325 **6.1** Discussion on Parliamentary Procedure, to include Charter Provisions and Robert's Rules of
326 Order. (Hicks)
327

328 Robin Hicks, City Secretary, explained that Council overall does a great job of maintaining
329 order during meetings, not interrupting each other, making motions clearly, and making sure all
330 members of Council have an opportunity to speak. This discussion is a brief reminder about a
331 few key points regarding motions and voting.
332

333 First, the City's Charter, in Section 2.10, states that "...any member of council may place
334 any ordinance or topic in writing on the agenda of any Council meeting...". The Charter prevails
335 over any rules of order; therefore, even though Robert's Rules require that if a motion is not passed,
336 then that item dies, the City Charter allows a Councilmember to place that item back on a Council
337 agenda for consideration and discussion by the whole body.
338

339 Basic Parliamentary Procedures are in place to allow everyone to be heard and to make
340 decisions without confusion. A Motion is a proposal that the assembly take a stand or action on
341 come issue. Nothing goes to discussion without a motion being on the floor. Motion's have four
342 (4) parts: 1. Present the motion; 2. Second the motion; 3. Debate the motion; and 4. Vote on
343 the motion. If a member approves of the motion as is, then he or she should vote for it. If a
344 member disapproves of the motion, as is, then he or she should vote against it. If a member
345 approves of the idea of a motion, but wants to change it, then he or she can amend it.
346
347

Amendments are made by striking out words or inserting words (or both) into the original motion. Amendments must relate to the subject as presented in the main motion. Any amendment must be approved by the body by a vote or by unanimous consent. Once there is approval of the amendment itself, then the amendment becomes subject to debate and vote. If the amendment is approved, then the main or original motion does not need to be voted on.

7. CLOSED EXECUTIVE SESSION

7.1 Section 551.074

Conduct a Closed Executive Session to deliberate the appointment, employment evaluation, reassignment, duties, discipline, or dismissal for Special Counsel for Environmental Matters. (Cook)

At 8:29 p.m. Mayor Kolupski announced that the City Council will now hold a closed executive meeting pursuant to the provisions of the Open Meetings Act, Chapter 551 Government Code, and Vernon's Texas Codes Annotated, in accordance with the authority contained in Section 551.074, Personnel Matters.

8. OPEN SESSION- 854

Council will reconvene in open session to allow for possible action on any of the agenda items listed above under "Executive Session."

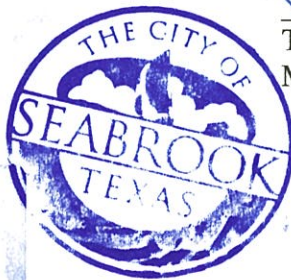
At 8:53p.m. Mayor Kolupski reconvened the meeting in open session and stated that item 7.1 had been discussed, but that no action had been taken in executive session.

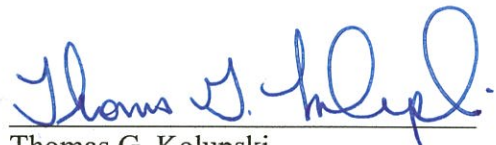
Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 8:54 p.m.

Approved this 18th day of September 2018.



Stephanie Martinez,
Executive Administrative Assistant




Thomas G. Kolupski
Mayor