

The City Council of the City of Seabrook met in regular session on Tuesday, February 1, 2022 at 6:00 p.m. in Seabrook City Hall, 1700 First 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
ROB HEFNER	COUNCIL PLACE NO. 2
JEFF LARSON	COUNCIL PLACE NO. 3
MICHAEL GIANGROSSO	COUNCIL PLACE NO. 4
BUDDY HAMMANN	MAYOR PRO TEM
JOE MACHOL	COUNCIL PLACE NO. 5
GAYLE COOK	COUNCIL PLACE NO. 6
STEVE WEATHERED	CITY MANAGER
ROBIN LENIO	CITY ATTORNEY
	CITY SECRETARY

Mayor Kolupski called the meeting to order at 6:00 p.m. and led the audience in the United States and Texas Pledges of Allegiance.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS - NONE

1.1 Mayor, City Council and/or members of the City staff may make announcements about City/Community events. *City Council*

Brad Goudie, Director of Emergency Services, announced Seabrook will now participate in a Vial of Life Program. The Vial of Life enables emergency responders (paramedics, firefighters and police officers) to obtain helpful information regarding a patient's medical history. This is especially important if the patient is unconscious or is unable to speak to the emergency responders. The vial, with medical history, is stored in the refrigerator where first responders can always get to it.

2. CONSENT AGENDA

2.1 Approve the acceptance of the new public infrastructure consisting of water, sanitary sewer, storm sewer, and streets for Old Seabrook Village Section B. *Brian Craig, City Engineer and Assistant Director of Public Works*

2.2 Approve an Interlocal Cooperative Purchasing Agreement between the City of Seabrook and Sourcewell for selection of a vendor who can provide a prefabricated concrete building for completion of CIP P15, "Bayport Restroom". *Michael Gibbs, Director of Finance*

2.3 Approve the minutes of the January 18, 2022 regular City Council meeting. *Robin Lenio, City Secretary*

Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to approve the Consent Agenda, as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

3. DISCUSSION

3.1 Discuss, consider, and if necessary, take all appropriate action regarding a review of Hotel Occupancy Tax (HOT) revenue to determine if HOT Sponsorships for FY21-22 can be fully funded, as discussed and requested by City Council at the August 17, 2021 City Council meeting. *LeaAnn Petersen, Director of Community & Visitor Relations and Michael Gibbs, Director of Finance*

Motion was made by Councilmember Machol and seconded by Councilmember Hefner to approve full funding in the amount of \$58,000.00 as requested in applicants' original submissions.

MOTION CARRIED BY 5-1 VOTE, WITH COUNCILMEMBER LARSON VOTING IN OPPOSITION

3.2 Presentation on City of Seabrook's Volunteer Policy and Procedures for discussion, consideration, and if necessary, all appropriate action on the Volunteer Policy and Procedures. *LeaAnn Petersen, Director of Community & Visitor Relations, and Joe Machol, City Council Position 6*

LeaAnn Petersen, Director of Community & Visitor Relations, gave the presentation shown in Attachment A, reviewing the current volunteer policy and revealing the recommended updates to the policy for upgrading and improving volunteer relations in Seabrook.

Councilmember Machol stated that the topic of volunteers and the volunteer program in Seabrook continues to be discussed in various settings. There have been complaints that people are filling out the form to show interest in volunteering in Seabrook, but they do not get any follow up communication. Those same people are stating that they now volunteer in other cities. The City should go out and seek volunteers and maybe hire a volunteer coordinator. Volunteering brings the community together.

After some discussion Council agreed that the current policy needs to be updated, and asked that staff continue working on the update as presented.

4. NEW BUSINESS

4.1 Consider and take all appropriate action on first and final reading of Ordinance 2022-03, "Amending the Budget for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021 for the Seabrook General Fund". *Michael Gibbs, Director of Finance*

91 AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE
92 GENERAL FUND, SPECIAL REVENUE, CAPITAL, CRIME DISTRICT AND
93 ECONOMIC DEVELOPMENT BUDGETS FOR THE FISCAL YEAR BEGINNING ON
94 OCTOBER 1, 2020 AND ENDING ON SEPTEMBER 30, 2021, FOR THE CITY OF
95 SEABROOK

96
97 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Giangrosso*
98 *to approve Ordinance 2022-03 on first and final reading amending the Budget for the Fiscal*
99 *Year beginning October 1, 2020 and ending September 30, 2021 for the Seabrook General*
100 *Fund.*

101
102 *MOTION CARRIED BY UNANIMOUS CONSENT*

103
104 **4.2** Consider and take all appropriate action on first and final reading of Ordinance 2022-04,
105 "Amendment No. 1 amending the Budget for the Fiscal Year beginning October 1, 2021 and
106 ending September 30, 2022 for City Department Encumbrances". *Michael Gibbs, Director*
107 *of Finance*

108
109 AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE
110 FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022
111 BY AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$734,056 FOR
112 GENERAL, ENTERPRISE, HOTEL TAX, CRIME DISTRICT, PUBLIC SAFETY, PUBLIC
113 SAFETY VEHICLE EQUIPMENT REPLACEMENT AND GENERAL FUND VEHICLE
114 EQUIPMENT REPLACEMENT FUND; AUTHORIZING THE CITY MANAGER TO
115 TAKE ALL ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED;
116 AND FINDING AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL
117 APPROPRIATION AND/OR RESERVE REDUCTION

118
119 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
120 *approve on first and final reading Ordinance 2022-04, Amendment No. 1 amending the Budget*
121 *for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022 for City*
122 *Department Encumbrances.*

123
124 *MOTION CARRIED BY UNANIMOUS CONSENT*

125
126 **4.3** Consider and take all appropriate action on first reading of Ordinance 2022-05,
127 "Amendment to Update Chapter 34, 'Fire Prevention and Protection'". *Kevin Rodgers, Fire*
128 *Marshal and Assistant Director of Emergency Services*

129
130 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
131 SEABROOK, BY UPDATING CHAPTER 34 "FIRE PREVENTION AND PROTECTION,"
132 ARTICLE III. "STANDARDS," DIVISION 2., BY REVISING PROVISIONS OF THE
133 ADOPTED INTERNATIONAL "FIRE CODE AND LIFE SAFETY CODE OF 2015",
134 ("CODE"), AS PROVIDED HEREIN; REVISING DIVISION 3, SECTION 34-146, ET. SEQ.
135 "OPEN BURNING", BY AMENDING PROVISIONS FOR THE RESTRICTION ON

BURNING RUBBISH, DEBRIS OR TRASH; PROVIDING FOR DELETION OF REFERENCED SECTIONS FOR TRENCH BURNING PERMITS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Hefner to approve on first reading Ordinance 2022-05, Amendment to Update Chapter 34, 'Fire Prevention and Protection' with the addition of the requirement for installation of carbon monoxide detectors in any new building or structure, either residential or commercial, within the city limits.

MOTION CARRIED BY UNANIMOUS CONSENT

4.4 Consider and take all appropriate action on first and final reading of Ordinance 2022-06, "Ordering the General City Election to be held on May 7, 2022 and a June 4, 2022 Run Off Election, if necessary". *Robin Lenio, City Secretary*

AN ORDINANCE CALLING AND ESTABLISHING PROCEDURES FOR THE GENERAL CITY OFFICERS' ELECTION FOR COUNCIL POSITIONS 1, 3 AND 5 TO BE HELD ON MAY 7, 2022; AND FOR A RUN OFF ELECTION ON JUNE 4, 2022, IF REQUIRED, AND MAKING OTHER PROVISIONS RELATED TO THESE ELECTIONS

Motion was made by Councilmember Machol and seconded by Mayor Pro Tem Hammann to approve Ordinance 2022-06 on first and final reading ordering the General City Election to be held on May 7, 2022 and a June 4 2022 Run Off Election, if necessary.

MOTION CARRIED BY UNANIMOUS CONSENT

4.5 Consider and take all appropriate action on Resolution 2022-04, "Committing Fund Balance". *Gayle Cook, City Manager*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, ESTABLISHING COMMITTED FUND BALANCE IN THE GENERAL FUND IN THE AMOUNT OF \$2,781,850.00 IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT 54 AND CITY OF SEABROOK RESOLUTION 2011-15, ESTABLISHING FUND BALANCE POLICY

Motion was made by Councilmember Hefner and seconded by Mayor Pro Tem Hammann to approve Resolution 2022-04, Committing Fund Balance.

MOTION CARRIED BY UNANIMOUS VOTE

181 **4.6** Consider and take all appropriate action on the Special Counsel Engagement Agreement
182 with Robert Brown of Brown & Hofmeister, L.L.P. *Gayle Cook, City Manager*
183

184 City Manager, Gayle Cook, pulled this item from the agenda and explained that it will
185 be placed on the February 15, 2022 Council agenda.
186

187 **4.7** Consider and take all appropriate action on the appointment of Richard Cucco, Scott
188 Reynolds, and/or Guy Rodgers to open positions on the Planning & Zoning Commission with
189 terms to expire January 1, 2025. *City Council*
190

191 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Larson to*
192 *appoint Scott Reynolds to the Planning & Zoning Commission with a term to expire January*
193 *1, 2025. MOTION CARRIED BY UNANIMOUS CONSENT*
194

195 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
196 *appoint Guy Rodgers to the Planning & Zoning Commission with a term to expire January 1,*
197 *2025. MOTION CARRIED BY UNANIMOUS CONSENT*
198

199 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
200 *appoint Richard Cucco to the Planning & Zoning Commission with a term to expire January*
201 *1, 2025. MOTION FAILED DUE TO A TIE VOTE WITH MAYOR PRO TEM HAMMANN,*
202 *COUNCILMEMBER LARSON AND COUNCILMEMBER MACHOL VOTING IN FAVOR*
203 *AND MAYOR KOLUPSKI, COUNCILMEMBER HEFNER AND COUNCILMEMBER*
204 *GIANGROSSO VOTING IN OPPOSITION*
205

206 **5. ROUTINE BUSINESS**
207

208 **5.1** Update on the 2022 Seabrook General Election. *Robin Lenio, City Secretary*
209

210 Robin Lenio, City Secretary, stated that the candidate filing period end on February 18
211 at 5:00pm. At this time, three people have filed for a place on the ballot, including the two
212 incumbents, Buddy Hammann and Ed Klein.
213

214 **5.2** Update and report on various items that require no action, including SH 146 Expansion
215 Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle*
216 *Cook, City Manager*
217

218 Ms. Cook gave a report to City Council on the SH 146 Expansion Project, City of
219 Seabrook CIP Projects, and City of Seabrook Grant Administration, as shown in Attachment
220 B.
221

222 **5.3** Establish future meeting dates and agenda items. *City Council*
223

224 The next regular City Council meeting will be held on Tuesday, February 15, 2022, at
225 6:00pm.

Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:58 p.m.

Approved this 1st day of March, 2022.

Thomas G. Kolupski

Thomas G. Kolupski
Mayor

Robin Lenio

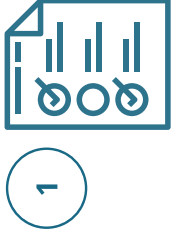
Robin Lenio, TRMC
City Secretary

ATTACHMENT A

VOLUNTEER SEABROOK

a review and update on policy and procedures

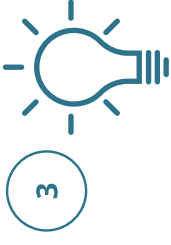




1

POLICY & PROCEDURE

A review of the current process for vetting and utilizing volunteers.



3

PROPOSED SOLUTIONS

Discussion on ways to improve the volunteer process.



2

ISSUES & CONCERNS

Discussion about some of the weaknesses of the process.



4

NEXT STEPS

Use visual charts to communicate info more effectively.



RESOLUTION NO. 2018-03

approved by Council on October 3, 2017

- Volunteer Opportunities

- Animal Shelter
- Events
- Parks
- Background Check
 - Event Volunteers
 - Animal Shelter Volunteers

- Minors

- Parental Consent
- Volunteers under 13 must be accompanied by an adult
- Not permissible to volunteer at Animal Shelter

- Grounds for Dismissal

- Felony conviction
- Failure to abide by Volunteer Code of Conduct
- Reports late and does not give appropriate notice when unable to volunteer
- Inappropriate dress for volunteer duties
- Use of alcohol or drugs while volunteering
- Violations of the City's Harassment Policies
- Theft of any kind



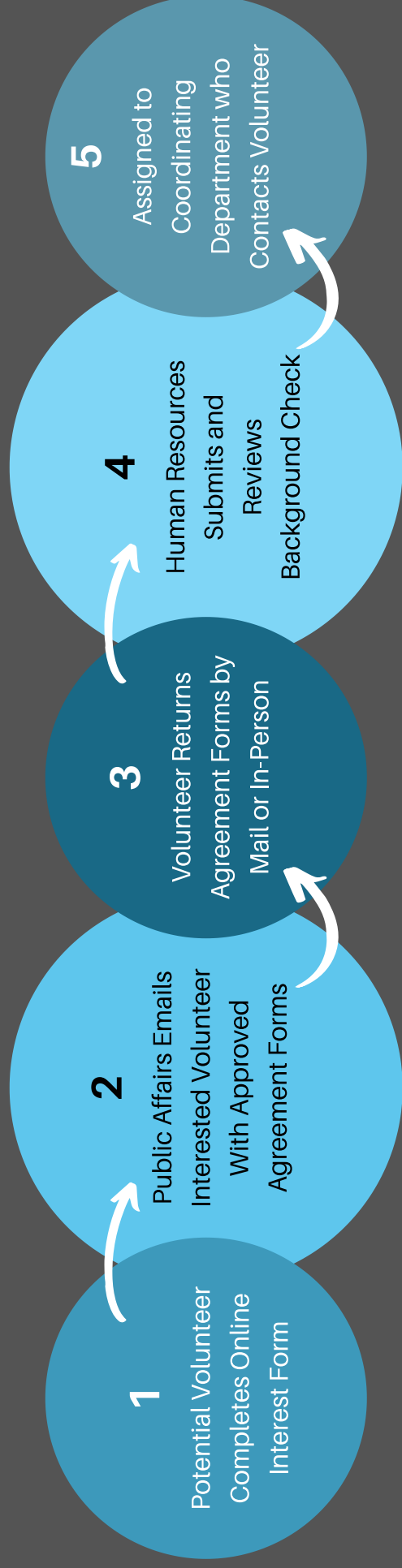
[download policy](#)

next up the *application process...* 

Doc ID: a5a5083733368fb07939c7a77c2730079d4f8ad6

CURRENT PROCEDURE

5-step application process



Persons who identify interest in serving on a board or commission are forwarded to the Office of the City Secretary for follow-up. The Volunteer Agreement Form and a Background Check are not required. Completion of Boards and Commission application applies.

PROCESSING ISSUES

staff concerns with current procedures



Outdated policy and technology



Too many steps in the application process



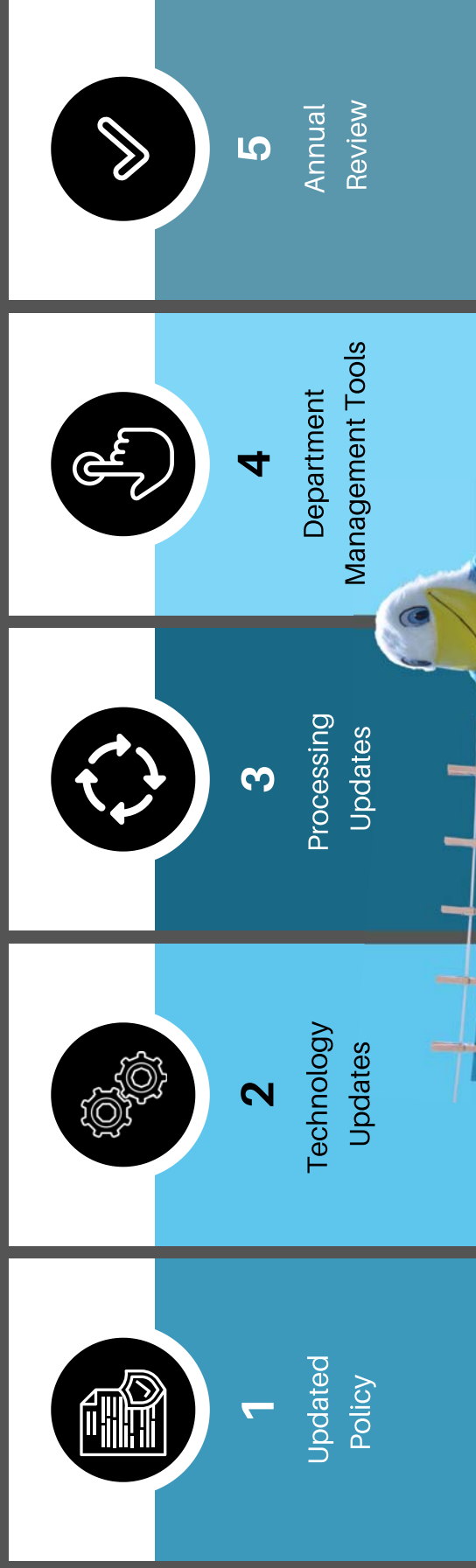
Department follow-up and management



Losing volunteer interest overtime

PROPOSED SOLUTIONS

staff assessment and recommendations





NEXT STEPS

staff suggestions on moving forward

- **Policy and Resolution Update** - February 15th
- **Volunteer Database Clean Up** - February 18th
- **Applicant Pro for Volunteering Processing** - March 1st
- **Volunteer Postings**
 - Animal Shelter
 - Events (*per event*)
 - Parks
 - Police
- **Boards & Commission Postings** (*as applicable*)
- **Volunteer Promotions** (*upon launch of new process*)
- **Process review and update to Council in April/May**

ATTACHMENT B

Time to Update

CITY COUNCIL UPDATE

February 1, 2022





Ongoing work continues at the Repsdorph and SH146 intersection for completion of the municipal utilities relocation project. The project management team anticipates still a late February 2022 traffic shift to frontage roads. The city will be a partner with the project team on this next significant traffic change and will be working on sharing the timeline and anticipated changes to local traffic flows.

SH 146 Project Status

CURRENT ESTIMATED COMPLETION:
MID TO LATE 2023



Doc ID: asa5083743368b0793b07a77c2730078c4f9a66



CAPITAL PROJECTS UPDATE

<https://www.seabrooktx.gov/DocumentCenter/View/12951/final-FINAL-w-EXHIBITS-CIP-TOTAL-FY22-MEETING-20210917?bidId=>

Current CIP Projects

WW9 - PINE GULLY WASTEWATER PLANT **IN PROGRESS**
W7 AND WW8 - CITY UTILITY RELOCATES **IN PROGRESS**

W5 - TAYLOR LAKE WATER LINE CROSSING
W19 - NASA PKWY WATER INTERCONNECT
W21 - GEON WATER INTERCONNECT

D11 & D12 - SEASCAPE AND BAYBROOK **IN PROGRESS**
DRAINAGE

D15 - DRAINAGE AND SIDEWALK ON MEYER **IN PROGRESS**

S13 - TODVILLE SIDE STREET REHAB **IN PROGRESS**
FAC 6 - SMART METERS **IN PROGRESS**
FAC 25 - EMS & EOC BUILDING NEEDS **OUT FOR RFQ**
ASSESSMENT



Current CIP Projects

FAC 22 - CITY HALL GENERATOR REPLACEMENT

GRANT APPLICATION

FAC 24 - COMMUNITY HOUSE GENERATOR

GRANT APPLICATION

FAC 25 - EMS & EOC BUILDING NEEDS
ASSESSMENT

OUT FOR RFQ

FAC27 - POLICE BUILDING NEEDS
ASSESSMENT

OUT FOR RFQ

FAC 31 - NASA FIBER LOOP

IN PROGRESS

WW16 - PORTABLE GENERATORS WW

GRANT APPLICATION

P1 - PINE GULLY HIKE AND BIKE TRAIL

IN PROGRESS

P2 - E. MEYER HIKE AND BIKE TRAIL

IN PROGRESS

P15 - RESTROOM ON MAIN STREET

IN PROGRESS

P6 - WILDWOOD PARK EQUIPMENT

INSTALL MARCH 2022

Doc ID: a5a5083733368fb07939b7a77c2730079d4f9ad6



Thank You

QUESTIONS

