

The City Council of the City of Seabrook met in regular session on Tuesday, February 15, 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	COUNCIL PLACE NO. 1
ROB HEFNER	COUNCIL PLACE NO. 2
JEFF LARSON - ex. abs.	COUNCIL PLACE NO. 3
MICHAEL GIANROSSO - ex. abs.	COUNCIL PLACE NO. 4
BUDDY HAMMANN	MAYOR PRO TEM
	COUNCIL PLACE NO. 5
JOE MACHOL	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
STEVE WEATHERED	CITY ATTORNEY
ROBIN LENIO	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.

PRESENTATIONS

1.1 Presentation of donation to the City of Seabrook Share Your Christmas in the amount of \$6,000.00 out of proceeds from the 2021 Celebration Seabrook Festival and Presentation of update on 2021 Share Your Christmas activities. *LeaAnn Petersen, Director of Community & Visitor Relations and Myra Perez, Chair of Share Your Christmas*

LeaAnn Petersen, Director of Community & Visitor Relations, presented \$6,000.00 to City of Seabrook Share Your Christmas from the 2021 Celebration Seabrook Festival proceeds. Myra Perez, Chair of Share Your Christmas, gave an update on the activities of the Share Your Christmas Program, stating that the program committee participated in Celebration Seabrook, Seabrook Tree Lighting, and Breakfast with Santa this year. Through the Christmas Star Program, 78 children and 29 families were served, including the giving of a Kroger gift card of \$150 for each family. In addition, Share Your Christmas sponsored unclaimed stars in the amount of \$300. This year's donations to Share Your Christmas totaled approximately \$5,000, and with the Celebration Seabrook proceeds, programs such as Christmas in July and Back to School Backpacks can be instituted again for the community.

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1.2 Presentation of donation to the City of Seabrook Animal Shelter in the amount of \$1,000.00 out of proceeds from the 2021 Celebration Seabrook Festival. *LeaAnn Petersen, Director of Community & Visitor Relations and Dwayne Vanselous, Animal Control Supervisor*

LeaAnn Petersen, Director of Community & Visitor Relations, presented \$1,000.00 to City of Seabrook Animal Shelter from the 2021 Celebration Seabrook Festival proceeds. Dwayne Vanselous, Animal Control Officer, stated that donations like this help the shelter purchase food for the Spring Fling event and purchase pet food and pet toys for the families involved in the Share Your Christmas Star Program.

1.3 Presentation of donation to the Bay Area Veterans Memorial in the amount of \$3,000.00 out of proceeds from the 2021 Celebration Seabrook Festival. *LeaAnn Petersen, Director of Community & Visitor Relations and Kevin Padgett, Director of Public Works*

LeaAnn Petersen, Director of Community & Visitor Relations, presented \$3,000.00 to the Bay Area Veterans Memorial from the 2021 Celebration Seabrook Festival proceeds. Kevin Padgett, Director of Public Works, stated that this donation will help with any items of repair or update needed at the Memorial.

2. ***PUBLIC COMMENTS AND ANNOUNCEMENTS***

Hank Kidd, 817 Staple Street, stated that he was asked to make a public comment regarding a Cobb Fendley engineering contract for resurfacing of side streets off of Todville between Hammer and Main. If the contract does not include engineering for raising of the streets, it should. Those streets are repeatedly under water and no one is going to build on them until they are raised a little bit, so Council should consider raising the streets as part of this project and contract.

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

Councilmember Rob Hefner announced several upcoming events, including Council Election Filing Period closing Friday, February 18; Yachty Gras on Saturday, February 19; No school on Presidents Day, but City offices will remain open; State of the City Address on Thursday, March 3 at 11:30am at Lakewood Yacht Club; and Bird Count on March 5 from 9am to 11:30am at Pine Gully Park. Special Event Permits approved: Seabrook Lucky Trails on March 18-20; Bayside Little League Parade and Opening Day; and Keels & Wheels on April 30-May 1.

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91 **3. BID AWARD**

92
93 **3.1** Consider and take all appropriate action on a Bid Award to Evergreen Solutions LLC for
94 Proposal (RFP) #2022-02 for Classification and Compensation Study in the amount of
95 \$29,500.00 for Base Bid and for Alternate Bid for Revision of Job Descriptions, and authorize
96 the City Manager to negotiate, approve and sign a contract. *Gayle Cook, City Manager*

97
98 *Motion was made by Councilmember Klein and seconded by Councilmember Hefner to*
99 *approve a Bid Award to Evergreen Solutions LLC for Proposal (RFP) #2022-02 for*
100 *Classification and Compensation Study in the amount of \$29,500.00 for Base Bid and for*
101 *Alternate Bid for Revision of Job Descriptions, and authorized the City Manager to negotiate,*
102 *approve and sign a contract for said study.*

103
104 *MOTION CARRIED BY UNANIMOUS CONSENT*

105
106 **4. CONSENT AGENDA**

107
108 **4.1** Approve on second reading Ordinance 2022-05, "Amendment to Update Chapter 34, 'Fire
109 Prevention and Protection'". *Kevin Rodgers, Fire Marshal and Assistant Director of*
110 *Emergency Management*

111
112 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
113 SEABROOK, BY UPDATING CHAPTER 34 "FIRE PREVENTION AND PROTECTION,"
114 ARTICLE III. "STANDARDS," DIVISION 2., BY REVISING PROVISIONS OF THE
115 ADOPTED INTERNATIONAL "FIRE CODE AND LIFE SAFETY CODE OF 2015",
116 ("CODE"), AS PROVIDED HEREIN; REVISING DIVISION 3, SECTION 34-146, ET. SEQ.
117 "OPEN BURNING", BY AMENDING PROVISIONS FOR THE RESTRICTION ON
118 BURNING RUBBISH, DEBRIS OR TRASH; PROVIDING FOR DELETION OF
119 REFERENCED SECTIONS FOR TRENCH BURNING PERMITS; PROVIDING A
120 PENALTY IN AN AMOUNT NOT TO EXCEED \$2000 FOR VIOLATION OF ANY
121 PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL
122 ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT
123 HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN
124 EFFECTIVE DATE

125
126 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Klein to*
127 *approve the Consent Agenda, as presented.*

128
129 *MOTION CARRIED BY UNANIMOUS CONSENT*

136 **5. NEW BUSINESS**

137
138 **5.1** Consider and take all appropriate action on Resolution 2022-05, "Appointment of the
139 Planning and Zoning Commission as the Capital Improvements Advisory Committee". *Sean*
140 *Landis, Deputy City Manager*

141
142 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
143 APPOINTING THE SEABROOK PLANNING AND ZONING COMMISSION AS THE
144 CAPITAL IMPROVEMENTS ADVISORY COMMITTEE AS PERMITTED BY THE
145 TEXAS LOCAL GOVERNMENT CODE, CHAPTER 395

146
147 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Klein to*
148 *approve Resolution 2022-05, "Appointment of the Planning and Zoning Commission as the*
149 *Capital Improvements Advisory Committee".*

150
151 **MOTION CARRIED BY UNANIMOUS CONSENT**

152
153 **5.2** Consider and take all appropriate action on Resolution 2022-06, "Establishing a Public
154 Hearing Date of May 3, 2022 to Discuss and Review the Update of Land Use Assumptions
155 and Capital Improvements Plan". *Sean Landis, Deputy City Manager*

156
157 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
158 ESTABLISHING THE DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE
159 AMENDMENT OF IMPACT FEES FOR SEABROOK AND ITS EXTRATERRITORIAL
160 JURISDICTION; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF

161
162 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
163 *approve Resolution 2022-06, "Establishing a Public Hearing Date of May 3, 2022 to Discuss*
164 *and Review the Update of Land Use Assumptions and Capital Improvements Plan".*

165
166 **MOTION CARRIED BY UNANIMOUS CONSENT**

167
168 **5.3** Consider and take all appropriate action on a professional services agreement between the
169 City of Seabrook and Cobb Fendley for engineering services for CIP S13 Todville Asphalt
170 Overlay, in the amount of \$56,300.00. *Brian Craig, City Engineer and Assistant Director of*
171 *Public Works*

172
173 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
174 *approve a professional services agreement between the City of Seabrook and Cobb Fendley*
175 *for engineering services for CIP S13 Todville Asphalt Overlay, in the amount of \$56,300.00.*

176
177 **MOTION CARRIED BY UNANIMOUS CONSENT**

180 **5.4** Consider and take all appropriate action on a one-time carry over of board and commission
181 appointment terms from March 1, 2022 to June 1, 2022 for Board of Adjustment members
182 Michele Glaser, Edelmiro Muniz, and Tin Ngo, in order to allow time for interviews and
183 appointments under Resolution 2022-01. *Robin Lenio, City Secretary*

184
185 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
186 *approve a one-time carry-over of board and commission appointment terms from March 1,*
187 *2022 to June 1, 2022 for Board of Adjustment members Michele Glaser, Edelmiro Muniz,*
188 *and Tin Ngo, in order to allow time for interviews and appointments under Resolution 2022-*
189 *01.*

190
191 **MOTION CARRIED BY UNANIMOUS CONSENT**

192
193 **5.5** Consider and take all appropriate action on the appointment of four (4) members to the
194 Open Space and Trails Committee with terms to expire January 1, 2025. Applicants
195 interviewed on February 8, 2022 included Sally Antrobus, John Coggeshall, Monica Comeaux,
196 Jesse Jones, Ann Wacker, Myrron Willie, and Shari Wynd. *City Council*

197
198 *After discussion, City Council approved the following appointments:*
199 *Sally Antrobus: 4-1 vote with Mayor Kolupski voting in opposition*
200 *John Coggeshall: 4-0 vote with Councilmember Hefner abstaining*
201 *Monica Comeaux: unanimous*
202 *Jesse Jones: unanimous*

203
204 **5.6** Consider and take all appropriate action on designation of the Council representative to
205 participate in the Economic Alliance Advocacy trip to Washington D.C. April 26-29,
206 2022. This is an in person trip and is a budgeted item for one representative. *City Council*

207
208 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
209 *designate Mayor Kolupski as the representative to participate in the Economic Alliance*
210 *Advocacy trip to Washington D.C. April 26-29, 2022 and Councilmember Machol to serve as*
211 *the alternate.*

212
213 **MOTION CARRIED BY UNANIMOUS CONSENT**

214
215 **6. OLD BUSINESS**

216
217 **6.1** Consider and take all appropriate action on first reading of Ordinance 2022-07, "Short-
218 Term Rentals". *Sean Landis, Deputy City Manager*

219
220 AN ORDINANCE AMENDING THE SEABROOK CITY CODE OF ORDINANCES,
221 CHAPTER 18, "BUILDINGS AND BUILDING REGULATIONS", BY CREATING A NEW
222 ARTICLE VIII, "REQUIREMENTS FOR OWNERS OF RESIDENTIAL PROPERTIES
223 USED AS SHORT-TERM RENTALS"; ESTABLISHING REQUIREMENTS AND
224 REGULATIONS FOR USE OF A RESIDENTIAL PROPERTY AS A SHORT-TERM

RENTAL; DEFINING TERMS; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2000.00 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF BY INCLUSION INTO THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY

Sean Landis, Deputy City Manager, explained that this ordinance creates a permitting process for homeowners in Seabrook who wish to use their residences as short term vacation rentals. The permit will require a \$300 fee annually (except that the first permit issued will be valid for 24 months); a set occupancy limit; safety measures such as fire extinguishers, smoke alarms, and carbon monoxide detectors; specifics on advertising the property as a short term rental; and the payment of hotel occupancy taxes.

Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to approve first reading of Ordinance 2022-07, "Short-Term Rentals".

MOTION CARRIED BY UNANIMOUS CONSENT

6.2 Discuss, consider and if necessary, take all appropriate action on findings regarding the use of existing overhead lights at Friendship Park after established park hours. *Kevin Padgett, Director of Public Works*

Kevin Padgett, Director of Public Works, stated that staff looked at the lights and a majority of them are operational; however, the manufacturer recommends they be converted to LED's with proper shields for after-hours use. The cost estimate for the new LED's with proper shields is \$7,000.00, which does not include bringing the fixtures up to Code. Staff has not had a lot of people asking for after-hours use and staff had not had an opportunity to speak with the homeowners of the houses next to the park.

Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to direct staff to bring back hard numbers for a budget for a pilot program that includes costs of retro fitting the lights, the impact to the City's electric bill, and maintenance of the restrooms. Also, staff needs to pull together as much information as possible on what hours the requestor is looking for and anything else that will help staff determine the parameters of the pilot program.

MOTION CARRIED BY UNANIMOUS CONSENT

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267 **7. DISCUSSION**

268
269 **7.1** Discuss, consider, and if necessary, take all appropriate action to make a recommendation
270 that the Planning and Zoning Commission discuss and consider possible zoning
271 recommendations for the North Planning District and adjacent districts, in relation to the City's
272 Comprehensive Master Plan. *Rob Hefner, Council At Large Position 2*

273
274 Councilmember Hefner stated that he wants to know if the North Planning District is
275 zoned correctly and there is some degree of urgency to take a look at the zoning.

276
277 Mr. Landis stated that the Master Plan Review Commission will start in May and will
278 recommend a new Master Plan that will give the Planning & Zoning Commission direction.
279 The Planning & Zoning Commission can start looking at the zoning for the North Planning
280 District and can update the Master Plan Review Commission. The property is unique and
281 getting an early start on looking at it will be good.

282
283 *Motion was made by Mayor Pro Tem Hammann and seconded by Councilmember Machol to*
284 *direct staff to coordinate the efforts of the Planning & Zoning Commission and the Master*
285 *Plan Review Commission to make recommendations to City Council for possible zoning*
286 *changes in that district.*

287
288 **MOTION CARRIED BY UNANIMOUS CONSENT**

289
290 **7.2** Discuss, consider, and take all appropriate action on the appointment of two (2)
291 Councilmembers to an Interview Panel for appointments to the Comprehensive Master Plan
292 Review Commission. *City Council*

293
294 *By consensus the City Council unanimously approved Mayor Pro Tem Hammann and*
295 *Councilmember Hefner as the Interview Panel for appointments to the Comprehensive Master*
296 *Plan Review Commission.*

297
298 **7.3** Discuss, consider, and take all appropriate action on the appointment of two (2)
299 Councilmembers to an Interview Panel for appointments to the Ethics Review
300 Commission. *City Council*

301
302 *By consensus the City Council unanimously approved Councilmember Klein and*
303 *Councilmember Machol as the Interview Panel for appointments to the Ethics Review*
304 *Commission.*

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8. ROUTINE BUSINESS

8.1 Receive an update on City Council Member attendance at meetings and events. *City Council*

The discussion centered around whether no shows by Council at ticketed events are taken out of the Council expense account. Robin Lenio, City Secretary, will discuss this budget issue with the City Manager and report back to Council.

8.2 Update on the 2022 Seabrook General Election. *Robin Lenio, City Secretary*

City Secretary, Robin Lenio, stated that the filing period for a place on the May 7, 2022 General Election ballot will end on Friday, February 18, at 5:00pm. At this time the following persons have applied for a place on the ballot: Position 1 - Ed Klein, incumbent; Position 3 – Jacque Stilwell and Tom Tollett; Position 5 – Buddy Hammann, incumbent.

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

City Manager Gayle Cook gave the report as shown in Attachment A.

8.4 Establish future meeting dates and agenda items. *City Council*

The next regular City Council meeting will be held on Tuesday, March 15, at 6:00pm.

9. CLOSED EXECUTIVE SESSION

9.1 Section 551.071

Conduct a Closed Executive Session to consult with attorneys to receive legal input and advice on legal issues regarding management of industrial districts, ETJ, municipal boundaries and enforcement of City Code as provided by Texas Government Code 551.071. *Gayle Cook, City Manager*

At 7:24 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 Sections 551.071, Consultation with Attorney.

At 7:56 p.m., Mayor Kolupski reconvened the meeting in open session and stated that Item 9.1 had been discussed, but that no action had been taken in Executive Session.

357 **10. OPEN SESSION**

358
359 **10.1** Consider and take all appropriate action on an Agreement for Special Counsel
360 Engagement with Robert Brown of Brown & Hofmeister, L.L.P. *Gayle Cook, City Manager*

361
362 *Motion was made by Mayor Pro Tem Hammann and Councilmember Machol to approve an*
363 *Agreement for Special Counsel Engagement with Robert Brown of Brown & Hofmeister, L.L.P.*

364
365 **MOTION CARRIED BY UNANIMOUS CONSENT**

366
367 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 8:51 p.m.

368
369 Approved this 15th day of March, 2022.

370
371
372
373 *Thomas G. Kolupski*

374
375 _____
376 Thomas G. Kolupski
377 Mayor

378 *Robin Lenio*

379 _____
380 Robin Lenio, TRMC
381 City Secretary

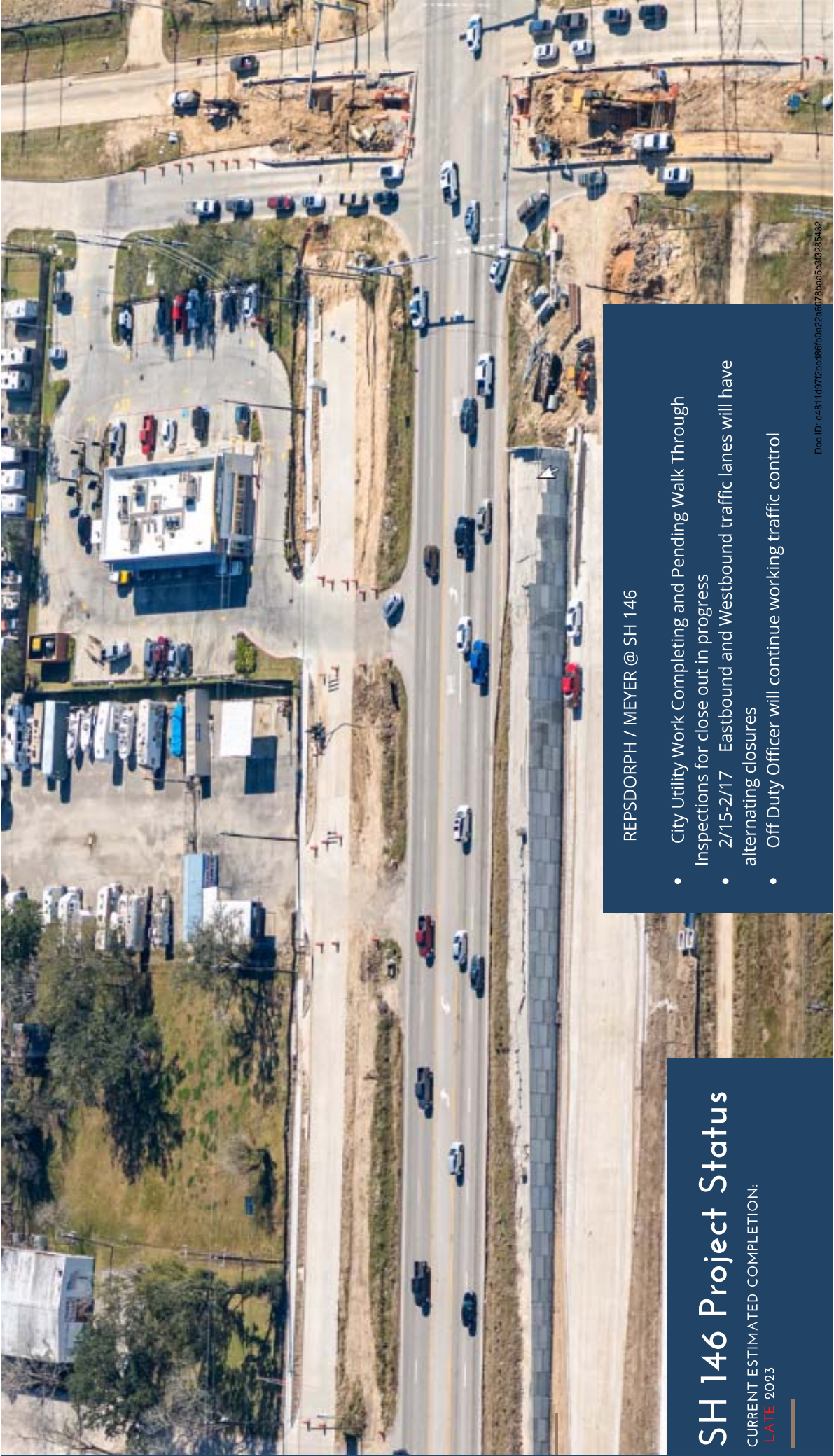
ATTACHMENT A

Time to Update

CITY COUNCIL UPDATE

February 15, 2022





Doc ID: e4811d972bcd86b0a22a6078ba5c3f3285432

SH 146 Project Status

CURRENT ESTIMATED COMPLETION:
LATE 2023

REPSDORPH / MEYER @ SH 146

- City Utility Work Completing and Pending Walk Through
- Inspections for close out in progress
- 2/15-2/17 Eastbound and Westbound traffic lanes will have alternating closures
- Off Duty Officer will continue working traffic control



SH 146 Project

Frontage Road Shift - Early March 2022

Arterial Bridge Widening

Express Bridge South of NASA 1

Reconstruction of Southbound SH 146

Frontage Road under new aerial
expressway



Doc ID: e4811d9720d686b0a22e6078ba5c3b265432



CAPITAL PROJECTS UPDATE

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



CSA Construction, Inc.
general contractors

2314 McAllister Rd.
Houston, Texas 77092

PINE GULLY WASTEWATER TREATMENT PLANT RETROFIT - WW9



THIS PROJECT LET WITH 2 CONTRACTORS TO WORK ON THE COMPLETE INFRASTRUCTURE RETROFIT OF THE CITY'S WASTEWATER SYSTEM TO INCLUDE THE RELOCATION OF THE TREATMENT PLANT FROM MAIN STREET TO A SITE LOCATED ADJACENT TO THE NEW PUBLIC WORKS FACILITY. ONE TEAM WILL BE RESPONSIBLE FOR THE PLANT, OFFICE AND INFRASTRUCTURE AND HAVE MOBILIZED AND HAVE WORK UNDERWAY. THE SECOND TEAM WILL BE SITUATED IS TRAVELING LOCATIONS FOR RELOCATION OF NEW PIPING. WORK SCHEDULE AND ANTICIPATED AREAS OF TRAFFIC INTERRUPTIONS TO BE PUBLISHED AT A LATER DATE.

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Current CIP Projects

W5 - TAYLOR LAKE WATER LINE CROSSING

W19 - NASA PKWY WATER INTERCONNECT

W21 - GEON WATER INTERCONNECT

New Water Infrastructure CIP Projects funded by
American Rescue Act

D11 & D12 - SEASCAPE AND BAYBROOK
DRAINAGE

D15 - DRAINAGE AND SIDEWALK ON MEYER

Partnership projects with Harris County for
mobility and better drainage.

Current CIP Projects



FAC 22 - CITY HALL GENERATOR REPLACEMENT
GRANT APPLICATION

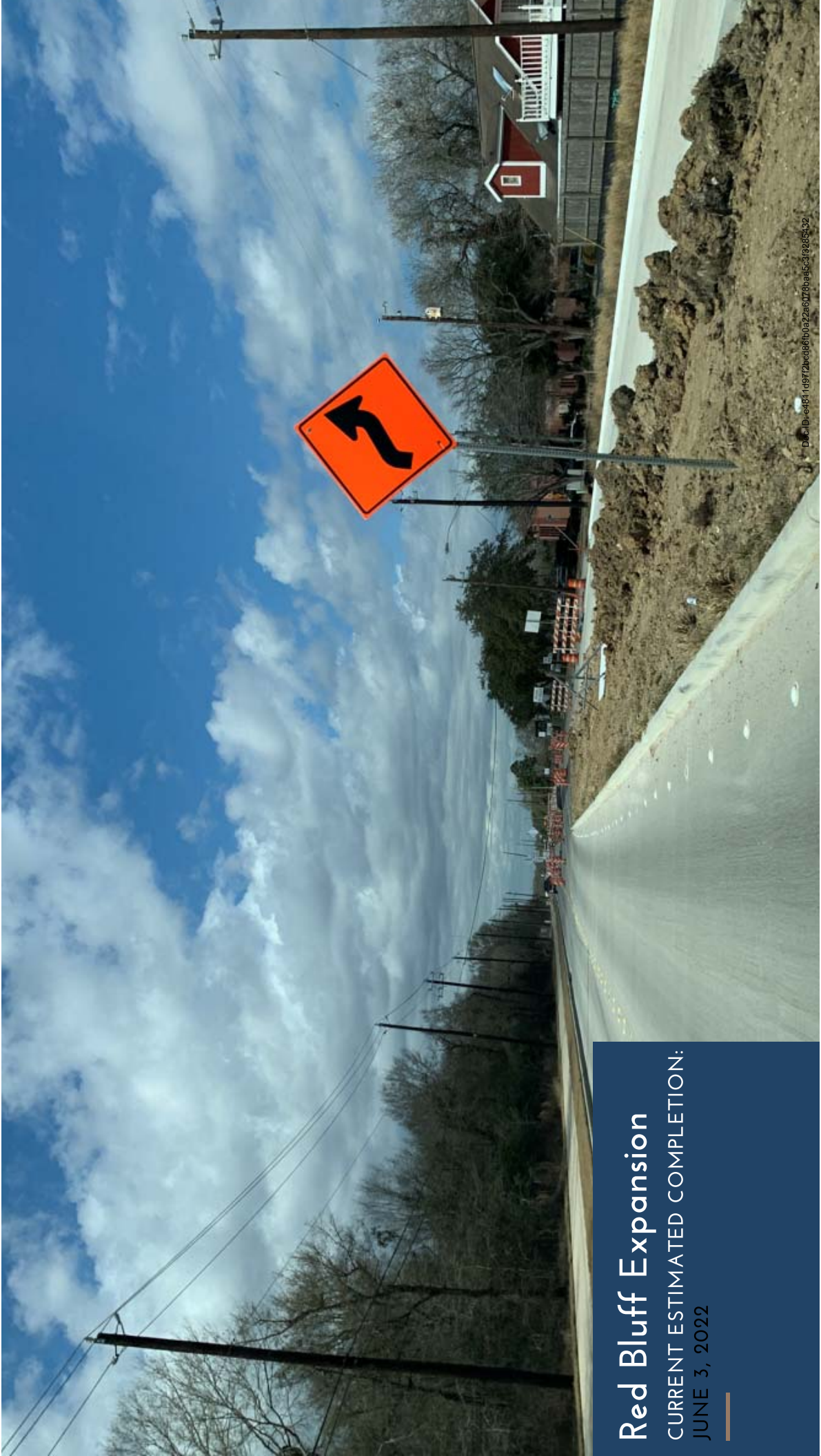
FAC 24 - COMMUNITY HOUSE GENERATOR
GRANT APPLICATION

FAC 25 - EMS & EOC BUILDING NEEDS
ASSESSMENT
OUT FOR RFQ

FAC27 - POLICE BUILDING NEEDS
ASSESSMENT
OUT FOR RFQ

WW16 - PORTABLE GENERATORS WW
GRANT APPLICATION

P1 - PINE GULLY HIKE AND BIKE TRAIL
FUNDING NOTIFICATION RECEIVED



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Red Bluff Expansion
CURRENT ESTIMATED COMPLETION:
JUNE 3, 2022

Thank You

QUESTIONS

