



**MEETING MINUTES
December 19, 2023**

**Regular Seabrook City
Council Meeting**

Mayor Thom Kolupski called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jackie Rasco, Tom Tollett, Mike Giangrosso, Buddy Hammann, and Joe Machol. Mayor Thom Kolupski declared a quorum. Also in attendance were City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Pledges were conducted.

1. Public Comments and Announcements

The following citizens gave public comments:

NAME	ADDRESS	TOPIC
Jose Cervantes	2534 Loganberry Drive	Noise from Geon
Denise Schaefer	1302 Plymoth Rock	Noise from Geon Mosquitos Trucks in Residential Areas

1.1 Mayor, City Council and/or City Staff Announcements

There were no announcements.

2. Presentations

2.1 Introduction and swearing in of Police Officers Felipe Guitierrez, Magda Cardenas, Ceara Jones, Jordan Tankersley, and Caleb Rivas.

Chief Nelson introduced the officers to Council, and City Secretary Rachel Lewis administered the oaths.

3. Consent Agenda

3.1 Approve Minutes from the meetings of: April 5, 2022 (Special Session), April 5, 2022 (Regular Meeting), April 19, 2022, May 3, 2022, June 28, 2022, September 6, 2022, September 20, 2022, October 4, 2022, and December 5, 2023.

3.2 Consider and take action on acceptance of the water, sanitary sewer, storm sewer and streets within the Ellis Cove Subdivision.

3.3 Consider and take all appropriate action on a second reading of Ordinance 2023-32, modifying and continuing a Civil Service Classification system consisting of classes, positions, pay grades and compensation levels in the classified service of the Seabrook Police Department.

AN ORDINANCE MODIFYING AND CONTINUING A CIVIL SERVICE CLASSIFICATION SYSTEM CONSISTING OF CLASSES, POSITIONS, PAY GRADES AND COMPENSATION LEVELS IN THE CLASSIFIED SERVICE OF THE SEABROOK POLICE DEPARTMENT;



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REESTABLISHING GROSS MONTHLY BASE SALARY RATES FOR EACH CLASSIFICATION; REESTABLISHING CERTAIN BENEFITS FOR CLASSIFIED MEMBERS; PROVIDING FOR A REPEAL WITH LIMITED EXTENSION; PROVIDING A SEVERABILITY CLAUSE, AN EFFECTIVE DATE, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT AND REPLACING PREVIOUSLY ADOPTED ORDINANCES 2020-06.

Motion: To approve the Consent Agenda
Made By: Councilmember Hammann
Seconded By: Councilmember Tollett
Vote: **Motion carried** unanimously by all present

4. New Business

4.1 Consider and take all appropriate action on approval of a first reading of Ordinance 2023-33 "Master Fee Schedule Update."

AN ORDINANCE AMENDING THE CODE OF THE CITY OF SEABROOK, TO UPDATE "APPENDIX B", ENTITLED "MASTER FEE SCHEDULE" BY UPDATING AND AMENDING "PARKS AND RECREATION FEES"; "BUILDING DEPARTMENT FEES"; "IMPACT FEES FOR NEW CONSTRUCTION"; AND "SANITATION /GARBAGE COLLECTION FEES"; MAKING FINDINGS OF FACT; REPEALING AND REPLACING ALL REFERENCES TO SUCH FEES AND CHARGES IN ALL ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR NOTICE AND EFFECTIVE DATE.

Motion: Approve
Made By: Councilmember Hammann
Seconded By: Councilmember Tollett
Vote: **Motion carried** unanimously by all present

4.2 Consider and take all appropriate action on approval of Resolution 2023-20, Authorization for Application for Houston Urban Area Security Initiative (UASI) to apply, accept, and appropriate upon award up to \$43,725.00 for the purchase of ballistic helmets and wearable ballistic vests for all sworn police officers for the City.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR, ACCEPT AND APPROPRIATE UPON AWARD UP TO \$43,725.00 FROM THE HOUSTON UASI UNDER THE FISCAL YEAR 2024-2025 UASI GRANT PROGRAM AND TO EXECUTE ALL GRANT DOCUMENTS RELATING THERETO.



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Motion: Approve
Made By: Councilmember Hammann
Seconded By: Councilmember Giangrosso
Vote: **Motion carried** unanimously by all present

4.3 Consider and take all appropriate action on the first and final reading of Ordinance 2023-24, Amending the Special Fund for Fiscal Year 2024.

AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 BY AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$144,000 FOR DRAINAGE FUND; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED; AND FINDING AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL APPROPRIATION AND/OR RESERVE REDUCTION.

Motion: Approve
Made By: Councilmember Hammann
Seconded By: Councilmember Tollett
Vote: **Motion carried** unanimously by all present

5. Old Business

5.1 Hear a presentation and update on short-term rental ordinance and permit.

City Manager Gayle Cook presented an update. See attachment A.

6. Routine Business

6.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, TxDOT SH 146 Expansion Project(s), Port Houston Rail Spur Project, Seabrook CIP Projects, Grants, and CenterPoint Substation.

City Manager Gayle Cook presented the update. See attachment B.

6.2 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis stated the next meeting was scheduled for January 16, 2024 at 6:00 pm.

Motion: To adjourn
Made By: Councilmember Hammann
Seconded By: Councilmember Tollett
Vote: **Motion carried** unanimously by all present.



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Council was adjourned at 6:48 pm.

A handwritten signature in black ink, appearing to read "Thom Kolupski".

APPROVED: _____
Thom Kolupski, Mayor

DATE: January 23, 2023

A handwritten signature in black ink, appearing to read "Rachel Lewis".

ATTEST: _____
Rachel Lewis City Secretary

SHORT TERM RENTAL ORDINANCE AND UPDATE

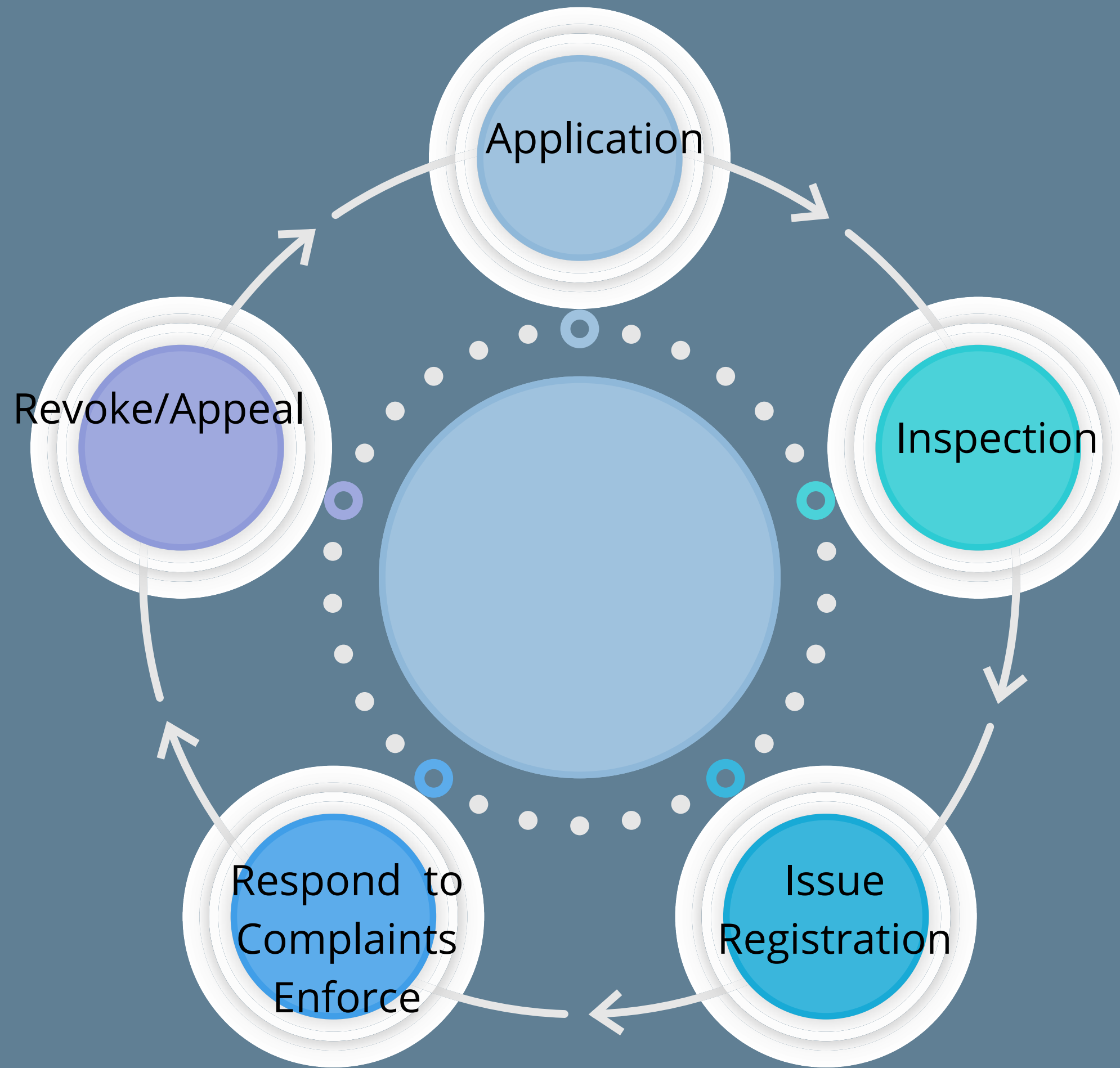


December 19, 2023



Ordinance

- Original ordinance passed in March 2022
- Amending ordinance passed for deadline extension
- Promote responsible STR management and ownership
- Permit application and fee of \$300



Complaint
Based Issues

Daytime - Fire
Marshal

Night and
Weekends -
Police

Department

Short Term Rentals

- **45 Short Term Rentals Identified**
- **28 Permitted Applications**
- **1 Application Denied**
- **0 Revoked**
- **12 Calls for Service**
- **0 Citations**



Updates

- Better reporting on call for service related complaints vs non-emergency reporting in Fire Marshal's Department
- First round of renewals in early 2024, reinspections
- Warnings
- Final non-compliance notices



Time to Update

**CITY COUNCIL
UPDATE**

December 19, 2023

TxDOT SH 146 Expansion Projects





- Expressway Opening -**CHANGED TO END OF JANUARY 2024**
- North of NASA 1 to Red Bluff. (Phase 3): Construct SH 146 main lanes, northbound entrance/exit ramps, and southbound entrance/exit ramps. **IN PROGRESS**
- South of NASA 1 to SH 96. (Phase 4): Completing widening of Arterial Bridge, Construct Express Bridge South of NASA 1, and reconstruct the northbound frontage road in Kemah and Seabrook. **IN PROGRESS**
- Green Ribbon TxDOT Landscaping to schedule landscape project letting date after 2023, once contractor has completed project. **PENDING**

Boat Ramp Update



- TXDOT has contracted with LJA Engineering
- Design, Permits and Funding underway with TxDOT
- Environmental Clearance 6 months - 2 years depending on final footprint
- Preliminary Plans expected by March 31, 2024
- City has a project meeting in early January with the LJA Engineering team and TxDOT

Seabrook Boards and Commissions



Seabrook Boards and Commission Updates

Open Space and Trails Committee - December 7, 2023

- Tree Planting Day of Awesomeness
- Quarterly Report to City Council

Planning and Zoning Commission - December 21, 2023

- Public Hearings and Action on:
 - Planned Unit Development - 5815 Old Hwy 146 Warehouses
 - Zoning Amendment for Portable On-Demand Storage Containers
 - Building Regulations Amendment for housekeeping on windspeed

Economic Development Corporation - December 14, 2023

- Incentive approved for Seabrook Cheese Company
- Gary Bell approved as Chamber liaison
- SEDC Business of the Year: Athena's Corner



Port Houston Rail Spur Project





Port Houston Rail Spur

- Mid-January (estimated) for remaining installation of Port Rail Spur

Seabrook Capital Improvement Program (“CIP”) Project Updates



Pine Gully Wastewater Treatment Plant #WW9 \$35.2 million

- Wastewater Plant Quarter Early to Mid 2024
- Work continues at the plant and lift station
 - Sandblasting, Painting, Electrical, Mechanical and Grading
- Some components pending delivery



CIP# W5 - WATER
Taylor Lake Water Line
\$2,523,206 ARPA
Funded



Contractor: TCH

- Site clean up on the west near Kirby beginning
- Water Line pulled over the weekend

CIP# W9 - WATER

Red Oak Acres

Water Line



- Preliminary design underway
- After engineering, design and bid, this project is estimated to be complete in September 2024

April - September 2024

CIP# W16 - WATER

Old SH 146

Interconnect

This interconnect project will allow a new connection point for water into the city and allow for redundancy in the system for safety. The connection will tap at Port Road and continue south down Old SH 146 into Seabrook

- Plans are in design
- Easements are in progress for line location





ON HOLD

CIP# W21 - WATER

SH 146 SB Frontage Rd

Interconnect

\$187,344

This interconnect project will allow a new connection point for water into the city and allow for redundancy in the system for safety

- Pasadena line not located
- TxDOT is securing a utility contract to relocate a water line under SH 146
- Seabrook's project is on hold until TxDOT project is bid, let and constructed



**CIP# WW14 -
WASTEWATER
Lift Station No 5
Force Main
Improvements
8" Force Main**

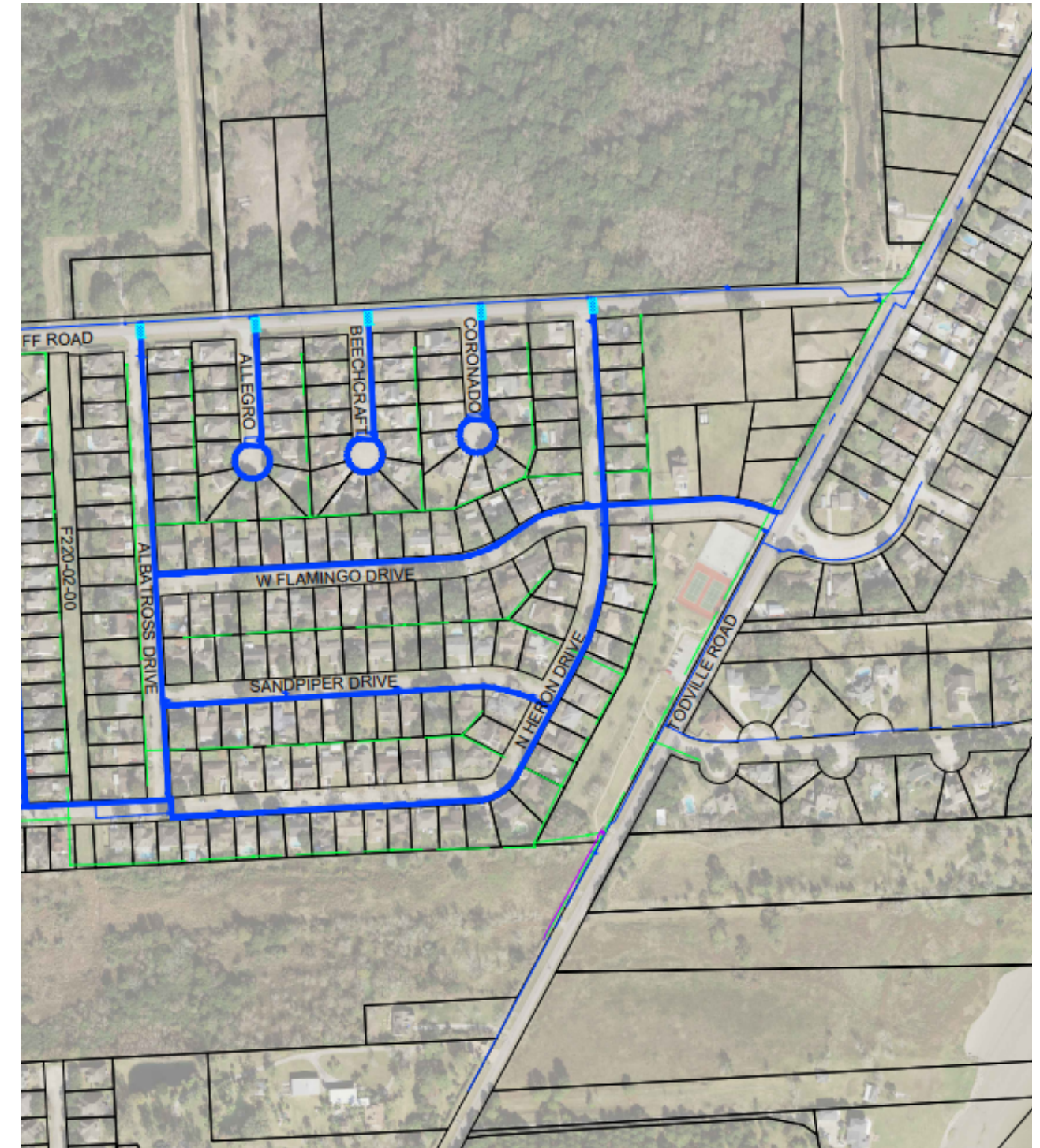


**CIP# WW21 -
WASTEWATER
Pine Gully Liftstation
Forcemain Bore**

**Engineering Proposal
Council 1/16/2024**

Proposal for Engineering - Pending

CIP# W31 - WATER Seascape Water Lines



This is a water line improvement project to replace existing asbestos concrete (AC) water lines throughout both neighborhoods and increase capacity less than 6"

CIP# FAC25- FACILITIES Emergency Medical Services and Emergency Operations Center



- January - February: City Council will consider bond sale
- Design Proposal to City Council
- Design, Bid and Build - Fiscal Year 2024

CIP# FAC16- FACILITIES

Fire Training Tower



- November 2023 - Bond Election - Proposal Approved
- January - February: City Council will consider bond sale
- Solicitation for Design, Bid and Build Proposal

CIP# FAC35- FACILITIES

Replacement of Fire Pumper Truck



- November 2023 - Bond Election - Proposal Approved
- January - February: City Council will consider bond sale
- Volunteer Fire Department Committee working on specifications
- Submittal of Purchase Order to begin process

CenterPoint Substation Project



- CenterPoint Substation website - this week
 - Site will allow for residents to submit questions to CenterPoint project team
- Projected completion of project end of May 2024
- Site work in progress
- Grading and foundation preparations continue
- CenterPoint is trying to move up construction of Concrete Wall. Currently estimated installation start is February -March 2024

Thank you