



**MEETING MINUTES
JUNE 18, 2024**

**SEABROOK CITY COUNCIL
REGULAR 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 Thom Kolupski, Buddy Hammann, Tom Tollett, Michael Giangrosso, Joe Machol, Jackie Rasco, Rob Hefner. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and Deputy City Manager Sean Landis. Mayor Thom Kolupski declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

The following people gave citizen comments:

Monica Millican

League City Texas

Trap-Neuter-Release Program

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

Council member Hefner announced the following events:

Texas Outlaw Challenge Thursday, June 20, 2024 through Sunday, June 23, 2024

Cupcakes with the Court Tuesday, June 25, 2024

R.A.D. Self Defense Training Class Tuesday, June 25, 2024 through Thursday June 27, 2024

4th of July Parade Thursday, July 4, 2024

Movie Night at Meador Park Saturday, July 20, 2024

2. PRESENTATIONS

2.1 Chief Nelson to present an update regarding the progress of the TNR pilot program.

Chief Nelson presented the status of the Trap-Neuter-Release program and informed Council this program completed the second of six months of the pilot project. See attachment A.

3. CONSENT AGENDA

3.1 Approve the minutes of the June 4, 2024 City Council Meeting.

Motion:	To Approve the Consent Agenda
Made By:	At-Large Position 4 Giangrosso
Seconded By:	At-Large Position 6 Machol
Vote:	Passed unanimously by all present

4. BOARDS AND COMMISSIONS

4.1 Consider and take all appropriate action on approval of Jeffrey Larson for

appointment to the Board of Adjustment/Building Standards Commission, with the appointment to expire on January 1, 2026.

Motion:	To Approve Jeffrey Larson
Made By:	At-Large Position 1 Rasco
Seconded By:	At-Large Position 4 Giangrosso
Vote:	Passed unanimously by all present

4.2 Consider and take all appropriate action on the resignation of Garry Mack from the Charter Review Commission and the new appointment of a member to the commission.

Mayor Kolupski called for a vote and the votes were as follows:

Lori Solt - In favor, Councilmembers Giangrosso, Tollett, Hammann, Hefner, and Mayor Kolupski

Melanie Bentley - In favor, Councilmembers Machol and Rasco

Lori Solt was named as the new member of the Charter Review Commission.

4.3 Consider and take all appropriate action on approval of a new member to the Planning and Zoning Commission, with the appointment to expire on January 1, 2027.

Councilmembers Machol and Hefner stated they completed the interviews and gave reports.

Votes were as follows:

Randy Miller - In favor, Councilmembers Hammann, Hefner, Tollett

Jared Justus - In favor, Councilmembers Rasco, Machol, Giangrosso and Mayor Kolupski

Motion:	To Approve Jared Justus for the Planning and Zoning Commission
Made By:	At-Large Position 6 Machol
Seconded By:	Mayor Pro Tem, At-Large Position 5 Hammann
Vote:	Passed unanimously by all present

5. NEW BUSINESS

5.1 Consider and take all appropriate action on the approval of Resolution 2024-14, Authorizing the Submittal of Grant Application 141445011, a grant application to the United States Department of Justice for financial assistance to achieve accreditation status for the Seabrook Police Department in the total amount of \$101,527.00 with no local match and authorizing the City Manager to execute all associated documents.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 2 Hefner
Vote:	Passed unanimously by all present

- 5.2 Consider and take all appropriate action on approval of an extension agreement between the City of Seabrook and Alsay Incorporated to provide for the inspection, assessment, and repair of (3) City of Seabrook water wells, as referenced in the Request for Proposal Project #2020-03-324 for a term to extend to January 1, 2025 and authorize the City Manager to execute all associated documents.**

Motion: To Approve
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 1 Rasco
Vote: **Passed** unanimously by all present

- 5.3 Consider and take all appropriate action on the agreement between the City of Seabrook and Bay Area Houston Convention and Visitors Bureau (BAHCVB) as per the terms of the agreement in effect and ending December 31, 2025.**
Councilmember Giangrosso presented the agreement and reasons for termination.

Motion: To terminate the agreement as of January 1, 2025
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 3 Tollett
Vote: **Passed** unanimously by all present

- 5.4 Consider and take all appropriate action on a renewal with Blue Cross Blue Shield (BCBS) for employee medical insurance benefits.**

Motion: To Approve
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 2 Hefner
Vote: **Passed** unanimously by all present

- 5.5 Consider and take all appropriate action on the approval of a proposal with Randall Scott Architects to Update the Program of Requirements and Provide Conceptual Design Services for a new Police Station in an amount of \$39,850.00 and authorize the City Manager to execute all associated documents. This is an unbudgeted item and will require a budget amendment.**
Mayor Kolupski called for a roll call vote.

Motion: To Approve
Made By: Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By: At-Large Position 2 Hefner
Vote: **Passed** by roll call vote with all in attendance voting "Yes."

6. EXECUTIVE SESSION

Mayor Kolupski adjourned into Executive Session at 6:31 pm.

6.1 Section 551.074

Conduct a closed executive session to deliberate the evaluation and duties of the City Manager.

7. OPEN SESSION

Mayor Kolupski reconvened the Regular Session at 7:21 pm. He reported no action was taken.

8. ROUTINE BUSINESS

8.1 City Manager update and report to City Council on various items that require no action, including Seabrook Boards and Commissions, Transportation Projects, Port of Houston Rail Spur, City of Seabrook CIP Projects, H.B. 2071, Section 303 TLGC, Economic Development Updates, and City of Seabrook Grant Administration.

City Manager Gayle Cook presented her update and answered questions regarding the following:

New median construction at Main Street and South Highway 146
Concrete barricades at Red Bluff and South Highway 146
South Highway 146 expansion project from Red Bluff to Fairmont
Port of Houston Rail Spur project on schedule
Pine Gully Pier grant funding search
TxDot status on the boat ramp

Mayor Kolupski reported he planned to testify regarding H.B. 2071. Councilmember Tollett requested an ad hoc committee be formed to handle derelict boats.

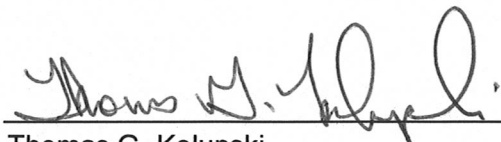
8.2 Establish future meeting dates and agenda items.

City Secretary Rachel Lewis informed Council of the Special Joint Meeting with the Planning and Zoning Commission on July 2, 2024 at 5:00pm, and the next Regular City Council Meeting would take place on July 2, 2024 at 5:30 pm.

Motion:	To Adjourn
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	Passed unanimously by all present

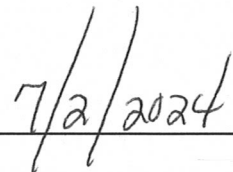
The meeting was adjourned at 7:29 pm.

APPROVED:



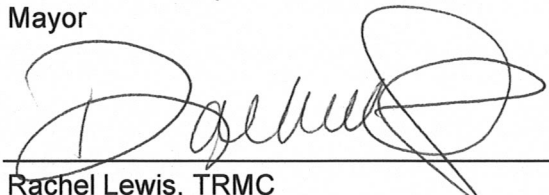
Thomas G. Kolupski
Mayor

DATE:



7/2/2024

ATTEST:



Rachel Lewis, TRMC
City Secretary



City of Seabrook

6 Month Trap-Neuter-Release (TNR) Pilot Program

SUBJECT/TITLE	TNR Pilot Program
APPLICABILITY	Staff, Public
CONTACT PERSON & DIVISION	Chief of Police
ORIGINAL DATE ADOPTED	03/19/2024
LATEST EFFECTIVE DATE	10/01/2024
REVIEW FREQUENCY	Every 2 Months
CITY COUNCIL APPROVAL DATE	03/19/2024
REFERENCE NUMBER	210-024-P-01

Purpose

The City of Seabrook endorses Trap-Neuter-Return (TNR) as a method of controlling feral cat populations and as a means of establishing a system of community-based resources dedicated to:

- Ensuring feral cats are spayed/neutered, vaccinated and adequately cared for by TNR Caregivers;
- Abating nuisances or other public health or safety threats caused by feral cats; and
- Reducing the number of feral cats euthanized at the City's animal shelter.

TNR in Seabrook will be accomplished through a partnership between TNR Sponsors, TNR Caregivers and the City of Seabrook. Responsibilities for each of these three entities are detailed below.



Sponsors Responsibilities:

1. Sponsors must obtain a no-cost permit from the City of Seabrook to serve in this capacity.
 - a. To obtain a permit, a sponsor must:
 - (i) Fill out a sponsor application form to be reviewed and assessed by the City.
 - (ii) Be approved by the Police Chief or his/her designee and agree to comply with the requirements set forth in this policy.
 - (iii) Demonstrate the ability, capacity and willingness to comply with the requirements set forth in this policy.
2. Sponsors must establish processes to evaluate and approve (or deny) TNR Caregiver application requests.
3. Sponsors must oversee the activities of the TNR Caregivers for which they serve as Sponsor by:
 - a. Maintaining access to Caregiver records, including number of cats in the targeted colony, and vaccination and spay/neuter records that are searchable by microchip number for each cat in the targeted Caregiver colony.
 - b. Providing for Caregivers, at a minimum, Department-approved written educational training addressing uniform standards and procedures for colony maintenance.
 - c. Assisting to resolve any complaints over the conduct of a TNR Caregiver for which they serve as Sponsor.
 - d. Ensure that all services and post recovery is planned and approved for with TNR Caregiver before a trapping is authorized
4. Sponsors must fully cooperate with the City in resolving:
 - a. Any situation involving TNR Program Cats posing a potential threat to public health and/or safety, including the possible risk of rabies transmission;
 - b. Any investigation into animal cruelty involving TNR Program Cats;
 - c. Any nuisance investigation involving TNR Program Cats;
 - d. Any situation involving TNR Program Cats in unsafe or inappropriate areas.

Caregiver Responsibilities:

1. Caregivers must register with an appropriately-permitted Sponsor.



2. Caregivers must take appropriate and reasonable steps to:
 - a. Vaccinate the TNR Program Cat colony population for rabies and to update the vaccinations in accordance with state law;
 - b. Spay or neuter colony population by a licensed veterinarian;
 - c. Eartip the left ear of cats that are in the TNR Program.
 - d. Cats are not considered TNR Program Cats until they have been spayed or neutered, vaccinated, eartipped and records have been filed as required below.
3. Caregivers must provide their Sponsor with records, including number of cats in each colony, and vaccination and spay/neuter records that are associated with each TNR Program Cat.
4. Caregivers are only allowed to feed as part of this Pilot Program
5. Caregivers must obtain proper medical attention for any TNR Program Cat that appears to require it.
6. Caregivers must observe the TNR Program Cats at least twice per week and monitor any illness or unusual behavior noticed in any TNR Program Cat.
7. Caregivers must obtain approval of the owner of any property, or any authorized representative of the owner, to which TNR Caregiver requires access to provide TNR Program Cat care. The targeted area for this pilot program is Waterfront Drive on a dead-end public easement **Exhibit "A"**
8. Caregivers must provide Sponsor with a monthly accounting of
 - a. the number of all cats in their colony at beginning of the program,
 - b. the number of all cats in their colony at the end of month, and
 - c. explanation of any variances.
9. Caregivers must pay for medical and vaccination services. Caregivers must produce written approval from sources for medical and vaccination services before starting the TNR program.
10. Caregivers must fully cooperate with their Sponsor and or the City to address:



- a. Any situation involving TNR Program Cats posing a potential threat to public health and/or safety, including the possible risk of rabies transmission;
- b. Any investigation into animal cruelty involving TNR Program Cats;
- c. Any nuisance complaint investigation involving TNR Program Cats;
- d. Any situation involving TNR Program Cats in unsafe or inappropriate areas.

City of Seabrook Responsibilities:

1. The City of Seabrook's responsibilities will be carried out by the Police Chief or his/her designee
2. Credentialing of Sponsors and Caregivers with approved lanyards
3. The City is ultimately responsible for resolving complaints received involving feral cats, TNR Program Cats, TNR Sponsors and TNR Caregivers.
4. In response to a nuisance cat complaint in the targeted area **on Waterfront**, the City shall:
 - a. Offer educational material on humane techniques to deal with nuisance cats.
 - b. Contract a sponsor to coordinate the cat to be trapped.
 - c. Offer other trap service resource referrals.
 - d. Utilize its authority as established in the City of Seabrook Animal Control Ordinance.
5. If a cat is brought to the animal shelter, the City shall: (Animal control will release captured TNR Program Cats (any ear tipped cat) on site and will not take them to the shelter unless it is a nuisance cat or sick.)
 - a. Determine if cat is part of the TNR program.
 - i. If it is not a part of the program the shelter will follow normal shelter protocol to deal with the animal or transfer the cat to a TNR program.
 - ii. If it is a part of the TNR Program, the shelter shall notify the Sponsor for the TNR Cat.
 1. If the TNR Program Cat has not been previously deemed a nuisance, City may release the TNR Program Cat to a TNR Caregiver.



- a. Vaccination verification must be provided to the shelter prior to release or the TNR Program Cat must be vaccinated prior to release.
 - b. Shelter shall determine if the cat is too sick or diseased to be rereleased in which case the shelter may medically treat or humanely euthanize the TNR Program Cat.
 - c. The cat shall be micro chipped.
 - d. TNR Caregiver is responsible for paying medical, vaccination and micro chipping expenses that are provided by the City shelter.
2. If the TNR Cat has been deemed to be a nuisance more than once, City will not release cat to TNR Caregiver to be returned to the environment in which it has been previously removed as a nuisance.
 - a. City may release cat to another entity that agrees to relocate cat in an area the City determines will not pose a nuisance threat (i.e. barn cat program).
 - b. City may humanely euthanize the TNR Cat if has been deemed a nuisance more than once.

City of Seabrook Authority During this Pilot Program:

1. The City has the authority to revoke TNR Sponsor and TNR Caregiver status if City determines the Sponsor or Caregiver has failed to comply with policy requirements.
2. For the purposes of this policy, the City shall determine when there is a potential threat to public health or safety, when TNR Program Cats are in unsafe or inappropriate areas, or if TNR Program Cats are at risk of harm or suffering.
3. If the City determines that a TNR Program Cat or TNR Program Cat Colony poses a threat to public health or safety, are in unsafe of inappropriate areas, or determines the TNR Program Cats are at risk of harm or suffering, the City shall have the discretion to undertake any lawful action deemed necessary including removing individual TNR Program Cats or entire TNR Program Cat Colony.
4. If Sponsor and/or Caregiver are unsuccessful in correcting an identified nuisance, the City may remove nuisance TNR Program Cat or TNR Program Cat Colony.

