SEABROOK

MEETING MINUTES
JULY 1, 2025

SEABROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING

Mayor Jim Sweeney called the Seabrook Council Meeting to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jim Sweeney, Buddy Hammann, Tyler Kubena, Jared Sessum, Tom Tollett, Angela Cervantes, Summer Sanford. Also in attendance were: City Manager Gayle Cook, City Secretary Rachel Lewis, and City Attorney David Olson. Mayor Jim Sweeney declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

Rick King	1306 Marina Bay Drive, Kemah	Appreciation for help with Barge 295 and church services

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

Councilmember Kubena announced the following events:
EDC Anniversary Celebration for Damn Fine Coffee and Fried Pies on July 2, 2025
4th of July Parade on July 4, 2025
Painting With the Police on July 9, 2025
Water Wars on July 12, 2025

2. EXECUTIVE SESSION

Mayor Sweeney adjourned into Executive Session at 6:09 pm.

2.1 Sec. 551.071 Consultation with attorney on matters in which the City Attorney has a duty to advise City Council in closed executive session.

3. OPEN SESSION

Mayor Sweeney reconvened into Open Session at 7:01 and stated no action was taken.

4. PRESENTATIONS

4.1 Promotional ceremony before Council of police officers Daniel Kirby and Jason Emerson, who were recently promoted to sergeant.
This item took place prior to the Executive Session with no objections noted.

Police Chief Rolf Nelson conducted the promotional ceremony for officers Daniel Kirby and Jason Emerson before Council.

4.2 Presentation to recognize the Seabrook Rotary Club for their donation to the City of Seabrook for picnic tables and benches.

Mayor Sweeney recognized the Seabrook Rotary Club and expressed appreciation on behalf of the City of Seabrook. He was presented a contribution of $6875.00 by the Rotary Club.

4.3 Hear a presentation from Driver & Rescue, LLC on the agreement between the City of Seabrook and Driver & Rescue Club LLC, lessee of the property located at 2613 1/2 NASA Parkway (operating as 'The Yard' at Barge295) for temporary conditional exceptions to codes and ordinances due to Hurricane Beryl damage to the primary structure of the Barge.

Patrick Robinson with Driver & Rescue presented the request to extend the agreement, and thanked the City for allowing the temporary agreement. He stated the Barge 295 had officially reopened and invited all to the reopening on July 12, 2025.

5. CONSENT AGENDA

5.1 Approve the minutes of the June 17, 2025 and the June 24, 2025 City Council meetings.

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

6. NEW BUSINESS

6.1 Consider and take all appropriate action on the renewal of a service agreement between the City of Seabrook and Unifirst for facility mats and Public Works uniforms. The service agreement is for 36 months.

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

6.2 Consider and take all appropriate action on any amendments to an agreement between the City of Seabrook and Driver & Rescue Club LLC, lessee of the property located at 2613 ½ NASA Parkway (operating as 'The Yard' at Barge295) for any continuation of temporary conditional exceptions to various codes and ordinances and providing for an extension time.

City Manager Gayle Cook presented the agreement, which was valid until July 27, 2025. Councilmember Hammann recommended that any supplement to the agreement should be valid only to October 1, 2025, and emphasized that no provisions should be granted that would contravene FEMA regulations.

Motion:	To instruct staff to create a supplement to the agreement which specifically addresses temporary bathrooms, shade structures, and wash stations
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 3 Tollett
Vote:	**Passed** unanimously by all present

6.3 Consider and take all appropriate action regarding Resolution 2024-22, Re-establishment of the Hotel Tax Advisory Board, including direction on whether the Board should review and provide recommendations on all line items within the Hotel Tax Special Fund or limit its recommendations solely to the "Events" line item, and interpretation of Section 4 regarding "Conflict of Interest".

Councilmember Sessum presented the item and explained that the Committee sought additional guidance regarding these matters. Councilmember Cervantes stated that the Committee initially understood they would be able to provide advice and make recommendations concerning the allocation of HOT funds beyond merely reviewing event applications. Councilmember Tollett requested further clarification regarding the specific areas in which the Committee seeks increased input. Mayor Sweeney indicated that he would prefer the Committee to first present their initial recommendations for events to the Council before any additional responsibilities are assigned. Following this, the Committee can compile a list of areas they wish to undertake.

City Attorney David Olson discussed the issue of conflict of interest, noting his desire for the related provisions to be more aligned with statutory requirements. He advised that if such a conflict arose, the affected member would be required to file an affidavit with the Secretary of the Committee. He also stated that he would prepare language to amend the resolution accordingly. Additionally, Attorney Olson addressed the current meeting structure, noting that the Committee presently convened virtually. Since the Committee functions solely in an advisory capacity, the Council may determine the format of the meetings. A resolution to formalize this structure would be brought back to the Council for consideration. No further action was taken.

6.4 Consider and take all appropriate action on approval of the Celebration Seabrook - October 11, 2025, authorizing expenditures from the Hotel Occupancy Tax (HOT) Special Fund, in an amount not to exceed $45,000.00 in the FY 2026 budget.

City Manager Cook presented the item along with a financial overview. She stated that staff required confirmation from the Council regarding the inclusion of the event in the Fiscal Year 2026 budget. She explained that the Economic Development Corporation (EDC) allocated $10,000 toward the event, and staff would seek sponsorships to cover the remaining costs. The total budget for the event was projected to be $45,000, with sponsorship contributions expected to reimburse the expenditures incurred within the budget. She further clarified that the event was partially funded with HOT funds, and therefore, a post-event report would be submitted to the Council.

Councilmember Cervantes expressed the view that HOT funds should not be utilized for this event, citing that it did not effectively attract a significant number of tourists to stay in local hotels.

Public Affairs Director Amanda Alvarado provided an explanation of the event's organizational structure. Councilmember Hammann recommended discontinuing the event for next year; he also noted that only three staff members were available to manage it and suggested that alternative ideas be proposed to enhance the event's success if held in the future. Councilmember Tollett concurred and requested that local businesses be involved in the planning process. Council agreed the event would not be placed in the upcoming budget.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 1 Kubena

Vote:	**Failed** unanimously by all present

6.5 Consider and take all appropriate action on a first and final reading of Ordinance 2025-14, Fiscal Year 2025 Budget Amendment No. 4.

Finance Director Mike Gibbs presented the amendment and stated that the amount of $18,336 was allocated to cover the demolition of the Hardesty property. Deputy City Manager Sean Landis provided a historical overview of the relocation of the fence associated with the Carothers property, for which an amount of $22,388 was proposed as part of the other amendment in the ordinance.

Motion:	To Approve but amend the budget for $18,336 only
Made By:	At-Large Position 3 Tollett
Seconded By:	At-Large Position 6 Sanford
Vote:	**Passed** unanimously by all present

6.6 Consider and take all appropriate action on approval of Resolution 2025-16, Submission of Grant Application for U.S. Department of Transportation Safe Streets and Roads (SS4A).

City Manager Cook presented the resolution.

Motion:	To Approve
Made By:	Mayor Pro Tem, At-Large Position 5 Hammann
Seconded By:	At-Large Position 6 Sanford
Vote:	**Passed** unanimously by all present

7. DISCUSSION

7.1 Discussion regarding exploring a contract with Harris County for the administration of the City of Seabrook May 2, 2026 General Election.

City Secretary Rachel Lewis presented the item and recommended that a contract be pursued to have Harris County conduct the May, 2026 City of Seabrook election. Council directed staff to pursue a contract for consideration for the May 2026 election, and to include the $40,000 as the budgeted expense for elections in FY 2026.

8. ROUTINE BUSINESS

8.1 City Manager update and report to City Council on various items that require no action including Legislative Update, Seabrook Boards and Commissions, Transportation Projects, and City of Seabrook CIP Projects.

City Manager Cook presented the update. **See attachment A.**

8.2 Establish future meeting dates and agenda items.

City Secretary Lewis informed Council the next Regular Council meeting was scheduled for July 15, 2025 at 6:00 pm, and a Special Budget Meeting was scheduled for July 22, 2025 at 6:00 pm.

Hearing no further business, Mayor Sweeney adjourned the meeting at 8:16 pm.

APPROVED: ______________________________ DATE: 7/15/25

Jim Sweeney
Mayor

ATTEST: ______________________________

Rachel Lewis, TRMC
City Secretary

CITY MANAGER
CITY COUNCIL REPORT

Date: July 1, 2025

Boards and Commissions

Open Space and Trails (OST) July 10, 2025

Economic Development Corporation July 10, 2025 – May need to reschedule regularly scheduled date

Planning & Zoning Commission (P&Z) July 17, 2025

- Continued discussion for the construction of swimming pools utilizing shipping / storage containers for future consideration

July 22, 2025 – Budget Workshop #2 – City Council

Capital Improvement Projects (CIP)

Water Projects

- **W16 – Old SH 146 Waterline Interconnect**
  - Purpose: Increase system redundancy
  - Status: Lane closures are needed, and the city needs approval for Old SH 146
- **W31 – Seascape Waterlines**
  - Purpose: Update old lines
  - Current Activity: Testing of new lines in progress
  - Estimated Completion: August 2025

Wastewater Projects

- **WW16 – Portable 125kW Generators**
  - Purpose: Hazard Mitigation Grant Program (HMGP) award based on mitigation for power outages at any lift station
  - Delivery Received!

- **WW19 – WWTP Demo**
  - Purpose: A phase in the overall wastewater plant relocation, the old site is being properly engineered and plans drawn for demolishing all old components on the site
  - Current Activity: Proceeding with plans for a chain-link fence and normal grading after removal of all structures while Bayside Park Stakeholders work independently on park plans
  - RFP is being drafted
- **WW21 and 22 – Pine Gully Force Main Bore**
  - Purpose: Replace the exposed wastewater line on Todville Bridge with an underground bore.
  - Update: Environmental pending

Facilities Projects

- **P24 – Pelican Bay Municipal Pool Facility (Bond Project 2025)**
  - Purpose: Demolish and construct a new pool facility
  - Plans in progress
- **FAC33 – Fire Station Generator**
  - Purpose: Hazard Mitigation Grant Program (HMGP) award based on mitigation for replacement of an old generator at the station
  - Update: This project has been awarded and equipment ordered. However, due to the long lead times, the delivery is not expected until next year
- **FAC35 - Training Tower (Bond 2023)**
  - Purpose: On land that was deeded for fire training activities, construction of a pad site and fire training tower
  - Update: The pad site design and drawings for bidding are in progress
- **FAC25 - EMS Expansion (Bond Project 2023)**
  - Purpose: Construct an expansion onto the Seabrook Fire Station on Meyer to add capacities for the EMS and Emergency Management Departments. The project will include dedicated Emergency Operations Center/Training Room; office space; secure supply space, report writing stations and bunk rooms.
  - Update: 7/15/2025 Council agenda
  - Upcoming: Groundbreaking ceremony to be scheduled once a contractor is approved and an agreement is made
- **P20 – Carothers Garden East Tract Trail System (Carothers Grading and Drainage – RFP)**
  - Bid Opening 6-26-25 and the city received 2 bids.
  - 7/15/2025 Council agenda
- **ARPA - Brummerhop Park Restrooms**
  - Delivery made and waiting on electrical schedule
- **S26 – E. Meyer Project**

    - Purpose: Reconstruction project from asphalt to concrete from SH 146 to Todville, complete sidewalk connectivity.
    - Proposal in progress
- **S27 – North Meyer Road Reconstruction**
    - Purpose: Reconstruction project from asphalt to concrete from E. Meyer to SH 146 with the replacement and addition of sidewalks
    - Funding: 50% design funding secured via 2024 Precinct 2 Partnership Grant.
    - Construction: City targeting 2026 grant cycle for construction funding.
    - Public Works have met today with the County design contractor to begin scoping for design

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TxDOT Transportation Projects / Port of Houston Transportation Projects

Red Bluff @ SH 146 (2nd SH 146 Expansion)

- Exit Closure Update – Pending TxDOT press release with official update on opening

Port Spur

- The Port railroad spur completed testing of safety devices and the City is awaiting paperwork to complete the Quiet Zones across SH 146
- A Press Release is being completed by the Port of Houston to release on the projected use of the spur