

1 The City Council of the City of Seabrook met in regular teleconference session on Tuesday, June
2 2, 2020 at 6:00 p.m. to discuss, consider and if appropriate, take action on the items listed below.

3
4 **THOSE PRESENT WERE:**

5 THOM KOLUPSKI	MAYOR
6 ED KLEIN	COUNCIL PLACE NO. 1
7 LAURA DAVIS	COUNCIL PLACE NO. 2
8 JEFF LARSON – Ex. Abs.	COUNCIL PLACE NO. 3
9 NATALIE PICHA	MAYOR PRO TEM
10	COUNCIL PLACE NO. 4
11 BUDDY HAMMANN	COUNCIL PLACE NO. 5
12 JOE MACHOL	COUNCIL PLACE NO. 6
13 GAYLE COOK	CITY MANAGER
14 SEAN LANDIS	DEPUTY CITY MANAGER
15 STEVE WEATHERED	CITY ATTORNEY
16 ROBIN LENIO	CITY SECRETARY
17 KEVIN PADGETT	DIRECTOR OF PUBLIC WORKS
18 YESENIA GARZA	DIRECTOR OF HUMAN RESOURCES

19
20 Mayor Kolupksi called the meeting to order at 6:00 p.m. and conducted roll call to establish a
21 quorum of City Council members.

22
23 **1. PRESENTATIONS**

24
25 **1.1** Presentation of a proclamation to honor and recognize Bay Elementary and Seabrook
26 Intermediate for their great online work with students, parents, and teachers during the pandemic
27 and congratulate them on the end of the school year for 2019-2020. *Thom Kolupski, Mayor*

28
29 Mayor Kolupski read a proclamation to recognize Bay Elementary and Seabrook
30 Intermediate on their innovations and hard work with teachers, parents, and students on distance
31 learning during the days and weeks that school were closed due to the COVID-19 pandemic.

32
33 **2. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**

34
35 **3. BID AWARD**

36
37 **3.1** Consider and take all appropriate action on an Award to Alsay Incorporated for Project 2020-
38 03-324, for inspection, assessment, and repair of various water wells around the City. *Kevin*
39 *Padgett, Director of Public Works*

40
41 Kevin Padgett, Director of Public Works, explained that three (3) responses were
42 submitted, and even though the City has not worked with Alsay in the past, the recommendation
43 is to award the bid to Alsay because they have the most comprehensive services and products to
44 take care of all water well maintenance and operation needs, including repairs.

45

46 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein*

47

48 *To approve an Award to Alsay Incorporated for Project 2020-03-324, for inspection,*
49 *assessment, and repair of various water wells around the City.*

50

51 *MOTION CARRIED BY UNANIMOUS CONSENT*

52

53 **4. CONSENT AGENDA**

54

55 **4.1** Approve the minutes of the May 19, 2020 regular City Council meeting. *Robin Lenio, City*
56 *Secretary*

57

58 *Motion was made by Councilmember Klein and seconded by Councilmember Hammann*

59

60 *To approve the Consent Agenda, as presented.*

61

62 *MOTION CARRIED BY UNANIMOUS CONSENT*

63

64 **5. NEW BUSINESS**

65

66 **5.1** Consider and take all appropriate action on first reading of proposed Ordinance 2020-15,
67 "Revision to Personnel Policy DOT Drug and Alcohol Policy and Drug and Alcohol
68 Policy". *Yesenia Garza, Director of Human Resources*

69

70 AN ORDINANCE OF THE CITY OF SEABROOK, TEXAS, AMENDING THE CITY OF
71 SEABROOK "PERSONNEL POLICIES", CHAPTER 7 "BEHAVIOR AND CONDUCT",
72 SECTION 1 "ALCOHOL AND DRUG USE/ABUSE" BY REPLACING THE SECTION WITH
73 SECTION 1A -"DOT - DRUG AND ALCOHOL POLICY" AND SECTION 1B - "DRUG AND
74 ALCOHOL POLICY" MAKING VARIOUS FINDINGS AND PROVISIONS 11 RELATED TO
75 THE SUBJECT

76

77 Yesenia Garza, Director of Human Resources, explained that this Ordinance will update
78 the City's Drug and Alcohol Policy to split it into two (2) policies, one of which is specifically
79 intended to be in compliance with the Texas Department of Transportation (DOT) requirements
80 and regulations.

81

82 *Motion was made by Councilmember Klein and seconded by Councilmember Davis*

83

84 *To approve on first reading proposed Ordinance 2020-15, "Revision to Personnel Policy DOT*
85 *Drug and Alcohol Policy and Drug and Alcohol Policy".*

86

87 *MOTIO CARRIED BY UNANIMOUS CONSENT*

88

89

90

91 **5.2** Consider and take all appropriate action on a contract between the City of Seabrook and Alsay
92 Incorporated for Project 2020-03-324, for inspection, assessment, and repair of various water wells
93 around the City, in an amount not to exceed \$100,000.00, for a term of three (3) years with the
94 option for two (2) additional one (1) year terms. *Kevin Padgett, Director of Public Works*
95

96 *Motion was made by Councilmember Klein and seconded by Councilmember Hammann*
97

98 *To approve a contract between the City of Seabrook and Alsay Incorporated for Project 2020-03-*
99 *324, for inspection, assessment, and repair of various water wells around the City, in an amount*
100 *not to exceed \$100,000.00, for a term of three (3) years with the option for two (2) additional one*
101 *(1) year terms.*
102

103 **MOTION CARRIED BY UNANIMOUS CONSENT**
104

105 **6. DISCUSSION ITEMS**

106

107 **6.1** Discuss and take all appropriate action on reopening protocols for the Seabrook Municipal
108 Swimming Pool and Splash Pad. *Gayle Cook, City Manager and Kevin Padgett, Director of*
109 *Public Works*
110

111 Kevin Padgett, Public Works Director, worked with the City's insurance carrier, as well
112 as contacted other area cities regarding their policies on reopening pools. In addition, Mr. Padgett
113 reviewed CDC recommendations for health protocols and Governor Abbott's several different
114 orders regarding reopening activities and facilities. After some discussion regarding staffing,
115 cleaning, capacity, and hours of operation, the City Council agreed to have staff make the final
116 decision on proposed reopening protocols in Attachment A.
117

118 **7. ROUTINE BUSINESS**

119

120 **7.1** Update and report on various items that require no action, including SH 146 Expansion
121 Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle*
122 *Cook, City Manager*
123

124 Gayle Cook, City Manager, gave the following updates:
125

- 126 • **SH 146 Expansion Project** – updates are continuing to be posted on www.146.com. The
127 temporary traffic signals are being installed at NASA Rd. 1 and Repsdorph. The utility
128 relocations are progressing and in the next month or so, work should start on the south end
129 of the frontage road.
130
- 131 • **CIP Projects** – Friendship Park Water Tower project will begin in late summer. The Shady
132 Lake / Red Bluff waterline replacement project will begin June 9. The pours have started
133 on the Seabrook side of the Red Bluff Expansion Project which will result in alternate lane
134 closures with the access points remaining open and electronic signage placed strategically
135 to keep travelers informed on project items.

136

- 137 • **Grant Administration** – No update on the HMGP grant, which is still in the 30% design
138 phase. The City was not chosen for the Safe Routes to School grant; however, staff will
139 submit another application for the next round. The Texas Parks and Wildlife grant was
140 awarded to Seabrook at \$131,400.00 for the berm trail near the Port of Houston property;
141 however, the next steps include an environmental and archeological assessment which
142 could take 12 months or more to complete.

143

144 **7.2** Update and discuss report by City Manager on COVID related issues. *Gayle Cook, City*
145 *Manager and Brad Goudie, Director of Emergency Services*

146

147 *Ms. Cook gave the following update:*

148

149 All City Departments, including Municipal Court, are now working from City facilities,
150 which have sanitation stations strategically placed throughout and a cleaning schedule has been
151 established for periodically cleaning of frequently touched areas in all buildings. There have
152 been a few customers at the Court window, but no issues. Court is working on in-person court
153 session protocols as recommended by their governing association, and staff will bring back a
154 discussion item to Council on June 16 for incorporating similar protocols for in-person public
155 meetings for City Council and Boards and Commissions. The City website continues to be
156 updated with COVID related items and case counts. Seabrook is up to 15 cases, and the
157 Emergency Management staff continues participation in weekly calls with the CDC.

158

159 **7.3** Establish future meeting dates and agenda items. *City Council*

160

161 The next regular City Council meeting will be by teleconference on June 16, 2020 at 6:00
162 p.m.

163

164 **8. CLOSED EXECUTIVE SESSION**

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166 Ms. Cook announced that items 8.1 and 9.1 have been pulled from the agenda and no
167 executive session will take place.

168

169 **8.1 Section 551.071**

170 Conduct a closed executive session to consult with attorney regarding legal issues on pending
171 litigation, Yancey v. City of Seabrook, filed in United States District Court, Southern
172 District, Houston Division under Civil Action 4:20-CV-588 pursuant to Government Code
173 Section 551.071 *Gayle Cook, City Manager*

174

175 **9. OPEN SESSION**

176 *Council will reconvene in Open Session to allow for possible action on any of the agenda items*
177 *listed above under "Closed Executive Session".*

178

179 **9.1** Consider, discuss and take all appropriate action on Closed Executive Session
180 matters. *Gayle Cook, City Manager*

181 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:07 p.m.

182

183 Approved this 16th day of June, 2020.

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191

192 Robin Lenio, TRMC

193 City Secretary

Robin Lenio

Thomas G. Kolupski

Thomas G. Kolupski
Mayor





MEMORANDUM

CITY MANAGER'S OFFICE

To: Honorable Mayor and City Council
From: Gayle Cook, City Manager
Date: June 2, 2020
Subject: City Pool and Splash Pad Openings

The Public Works and Parks Director, Kevin Padgett, along with his parks management team have worked over the last few weeks with the city's insurance carrier, Texas Municipal League (TML), and extensively reviewed guidelines issued by the CDC, the state, and the county in order to make the safest recommendation for opening the city's pool and splash pad facilities. The following memorandum will detail the recommendation by city management to reflect these guidelines.

BRUMMERHOP SPLASH PAD

The splash pad will remain closed until further notice. The splash pad is unmonitored and prone to crowding and would require additional staff to monitor this site.

PELICAN BAY POOL AND SPLASH PAD

1. Dates and Hours of Operation

Splash Pad:

The splash pad will remain closed until further notice.

Pool:

Opening Date: June 9, 2020

Days of Operation: Open Tuesday – Saturday; Closed Sunday and Monday

Hours: Pools

8am – 10am Adult Only swimming on a reservation basis

10am – 2pm (limited to occupancy of 30)

2pm – 3pm Closed for Cleaning

3pm – 8pm Open (limited to occupancy of 30)

Slide:

To limit the potential spread of the disease via surfaces, the slide will remain closed this season.



MEMORANDUM

CITY MANAGER'S OFFICE

2. *Occupancy*

Pool occupancy will be limited to a total of 30 including swimmers and viewers, excluding staff. Each adult visitor will be recommended to give their name and number upon admission to enable contact tracing should an outbreak occur.

Swim lessons will not be held this season.

Rentals of Party Room will not be available until further notice.

Day Care Groups will not be allowed this season.

Swim Team practices and swim meets will be allowed with proper application and safety plan with proof of insurance.

3. *Admission (No Changes Recommended)*

Season Passes

\$25 per resident individual; \$150 per non-resident individual; \$0
resident senior citizen

Daily Admission

2-17 yrs resident \$2; non-resident \$6
18-64 yrs resident \$4; non-resident \$8
65+ resident \$0; non-resident \$8

4. New Procedures – COVID-19

Cloth Face Coverings

Encouraging the use of cloth face coverings as feasible for staff and patrons over the age of two. Face coverings are most essential in times when physical distancing is difficult. Advise those wearing face coverings not to wear them in the water. Cloth face coverings can be difficult to breathe through when wet.



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Self-Reporting

Staff, patrons, and swimmers will self-report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days

Monitor Position

Ensuring that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others. This monitoring assignment will be the responsibility to a dedicated staff member.

Seating and Tables

To limit the potential spread of the disease via surfaces, many lounge chairs and/or tables will be removed or spaced to ensure that standing and seating areas will allow for 6 feet apart from those they do not cohabitate with. A system of any remaining furniture will be implemented to separate disinfected furniture from items that have not been cleaned. Patrons may bring their own chairs and towels.

Procedures When Someone Gets Sick

Anyone who becomes sick will be required to leave the facility immediately. Full cleaning and disinfection of facility will be required to wait 24 hours after event. Therefore, if someone gets sick in or around the pool areas, the facility will be closed to public for at least 24 hours to go through proper disinfection protocols.

Communication

In addition to all the new signs and communication that will be used at the pool to educate on proper hygiene and social distancing measures, communication protocols have been developed to notify patrons and swimmers of venue closures and confirmed or possible exposure per HIPPA guidelines to maintain confidentiality. Internal protocols will also include proper steps to notify health authorities of COVID-19 cases and/or possible exposures.



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CITY MANAGER'S OFFICE

As with all facility openings during the pandemic, the city management would like to reserve the ability to change any and all of the above plan based upon changes that could occur with federal, state or county orders or professional health organizations recommendations.

In addition to the above recommended details, Parks Department management also submitted a detailed plan for all protocols to the insurance carrier that will cover the following areas to ensure that the public and staff are kept safe.

a. Promote Behaviors that Prevent Spread of COVID-19

Hand hygiene and respiratory etiquette, face coverings, stay home message if sick, adequate supplies, and proper signs and messages will have specific procedures given to personnel.

b. Maintaining Healthy Environment

Specific cleaning and disinfection protocols to include touchless interaction with patrons, social distancing measures, and safety in storage of supplies away from children are added this year. Further, proper ventilation in closed areas, safety of water systems, modified deck layouts, physical barriers/guides, communal space staggered or separated, and shared objects cleaned or will be discouraged from use.

c. Maintaining Healthy Operations

Protections for any vulnerable staff and ensuring that lifeguards and water safety is maintained separately from monitoring will be a priority. Regulatory awareness will be continually monitored for needs to change policies. Only required staff by staggering or rotating shifts will be implemented.

COVID Point of Contact and Communication protocols in addition to protective life saving protocols will be instructed per Red Cross guidelines. Social distancing during in-person training will be maintained.

A system will be in place for staff, patrons, and swimmers to self-report if they have symptoms of COVID-19, a positive test for



MEMORANDUM

CITY MANAGER'S OFFICE

COVID-19, or were exposed to someone with COVID-19 within the last 14 days.

d. Preparing for When Someone Gets Sick

New measures will be implemented for any visitor getting sick on site to include immediate separation, notification of health officials and close contacts. Cleaning and disinfection protocols will follow insurance carrier and CDC guidelines.