



**MEETING MINUTES**  
**January 23, 2024**  
**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, Rob Hefner, Tom Tollett, Buddy Hammann, and Joe Machol. Also in attendance were City Manager Gayle Cook, and City Secretary Rachel Lewis. Mayor Thom Kolupski declared a quorum and pledges were conducted.

## **1. Public Comments and Announcements**

The following citizens gave public comments:

<b>NAME</b>	<b>ADDRESS</b>	<b>TOPIC</b>
Rebecca Loofburo	414 Magnolia Estates	Feral cats and laws
Joanne Ashland	307 El Toro Lane, Seabrook	Feral cats and laws
Michael Engbrock	1006 Baronridge, Seabrook	Feral cats and TNR program
Bonnie Franklin	15015 Coral Sands, Houston	Feral cats and TNR program
Patricia Rytlewski	4757 Oakmont, League City	Feral cats and TNR program
Doris Nelson	642 Bay Club Dr, Seabrook	Feral cats and TNR program
Sally Antrobus	526 Surf Oaks, Seabrook	Feral cats and TNR program
Monica Millican	934 Plantation, Leage City	Feral cats and volunteer help

### **1.1 Mayor, City Council and/or City Staff Announcements**

Councilmember Rob Hefner announced the following:

- Community Shred on January 31<sup>st</sup> from 5-7 pm
- Coffee With a Cop on February 3<sup>rd</sup> from 9-11 am
- Men Who Cook event on February 6<sup>th</sup>

Councilmember Buddy Hammann thanked the Seabrook Volunteer Fire Department for an elevator rescue which occurred the previous day.

## **2. Presentations**

### **2.1 Recognition of Seabrook Emergency First Responders who took life-saving action in the community.**

Fire Marshall Kevin Rodgers recognized the first responders who responded to a motor vehicle collision on September 23<sup>rd</sup>, 2023 and took life-saving measures to save those involved. Those responders included Paramedic Lt. Austin Wood, Paramedic Justin Amaro, Seabrook Volunteer Fire Department responders Jackson Howland, Marshall Foote, Nathan Douglas, Erin Bristow, Andy Gutacker, Jimmy Hart, Jessica Bristow, Jordan Hidalgo, Ethan Nolan, Jared Sessum, Garry Mack, Andy Castiglione, Seabrook Police



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Department responders Robert Ozment, Nadine Khan, Derrick Christenson, Jason Emerson, Felipe Gutierrez, Ceara Jones, Austin Minick, and Shannon Oubre.

**2.2 Presentation to recognize Athena's Corner as the Seabrook Economic Development Corporation's Business of the Year Award for 2023.**

City Manager Gayle Cook recognized owners of Athena's Corner as the Seabrook Economic Development Corporation's Business of the Year for 2023.

**3. Boards and Commissions**

**3.1 Consider and take all appropriate action on reappointment of three members to the Seabrook Board of Adjustment/Building Standards Commission, for terms to expire January 1, 2026.**

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Motion: To approve Michele Glaser, Tin Ngo, and Edelmiro Muniz  
Made By: Councilmember Hammann  
Seconded By: Councilmember Tollett  
Vote: **Motion carried** unanimously by all present

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**3.2 Consider and take all appropriate action on reappointment of one member to the Civil Service Commission, for a term to expire June 1, 2026.**

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Motion: To approve Steven Dean  
Made By: Councilmember Hammann  
Seconded By: Councilmember Hefner  
Vote: **Motion carried** unanimously by all present

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**4. Consent Agenda**

**4.1 Approve Minutes from the meetings of: December 19, 2023.**

**4.2 Consider and take all appropriate action on approval of a second 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.



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

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**5. New Business**

**5.1 Consider and take all appropriate action on matters related to a presentation regarding the Street Pavement Management Program and adoption of the methodology for future capital project planning.**

City Manager Gayle Cook presented street conditions and repairs for planning in the future. See attachment A.

**5.2 Consider and take all appropriate action on matters related to a presentation from the City's Financial Advisor regarding the issuance of debt for General Obligation Bonds and Certificates of Obligation.**

John Robuck presented information regarding the issuance of debt for General Obligation Bonds and Certificates of Obligation. See attachment B. Bond Counsel Marcus Dietz was present to answer questions.

**5.3 Consider and take all appropriate action on the approval of proposed Resolution 2024-01, Authorizing the Publication of Notice of Intention to Issue Certificates of Obligation.**

RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION, SERIES 2024, FOR THE DESIGN, ACQUISITION, CONSTRUCTION AND IMPROVEMENT OF CERTAIN PUBLIC WORKS, AND AUTHORIZING CERTAIN OTHER MATTERS RELATING THERETO

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

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**5.4 Consider and take all appropriate action on Resolution 2024-02 declaring an intention to reimburse project expenditures including, but not limited to, the Seabrook Fire Station, fire engine, and fire training tower projects in a total amount not to exceed \$4,305,000.**

RESOLUTION EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED



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

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- 5.5 Consider and take all appropriate action on the Annual Budget Request for the Public Safety Fund as recommended by the task force.**  
Kevin Rodgers presented the Public Safety Fund budget. See Attachment C.

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

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- 5.6 Consider and take all appropriate action on an engineering services proposal from Cobb Fendley for CIP project W 31 (SEASCAPE WATERLINE) in an amount not to exceed \$234,600.00, and authorize the City Manager to execute associated documents.**

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

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- 5.7 Consider and take all appropriate action on an engineering services proposal from Cobb Fendley for CIP projects WW 14 (LIFT STATION NO. 5 FORCE MAIN IMPROVEMENTS) and WW 21 (PINE GULLY LS FORCEMAIN BORE) in an amount not to exceed \$181,600.00.**

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

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- 5.8 Consider and take all appropriate action on the first and final reading of Ordinance 2024-02, the year-end budget amendment for Fiscal Year 2023.**



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AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023 BY AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$3,871,005.27 FOR GENERAL, ENTERPRISE, HOTEL TAX, CRIME DISTRICT, PUBLIC SAFETY, HOTEL OCCUPANCY TAX FUND, PARK IMPACT FUND, ANIMAL SHELTER, DEBT SERVICE FUND, PEG FUND, AND GENERAL VEHICLE EQUIPMENT REPLACEMENT 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.

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

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**5.9 Consider and take all appropriate action on the first and final reading of Ordinance 2024-03, Amending the Operating, Special Revenue and Capital Improvement Fund Budgets 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 \$849,980.67 FOR GENERAL FUND, STEP FUND, PUBLIC SAFETY FUND, HOTEL OCCUPANCY FUND, ENTERPRISE FUND, CAPITAL FUND 29, CRIME DISTRICT FUND AND PEG 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.

Finance Director Mike Gibbs presented the ordinance and budget amendments needed.

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

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**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, Port Houston Rail Spur Project, Seabrook CIP Projects, and any City of Seabrook Grant Administration.**



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

City Secretary Rachel Lewis stated the next meeting was scheduled for February 6, 2024 at 6:00 pm. Council discussed moving the meeting to February 7, 2023 due to the Men Who Cook event.

Motion: To move the next Regular Council Meeting to February 7, 2023  
Made By: Councilmember Hammann  
Seconded By: Councilmember Machol  
Vote: **Motion carried** unanimously by all present.

Councilmember Rasco requested a discussion item for the next agenda regarding the feeding of wildlife.

Councilmember Machol requested an update on the next agenda on the pier and Margaritaville.

Councilmember Hammann requested an update on the partition of land by the swimming pool.

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

Council was adjourned at 7:43 pm.

APPROVED: \_\_\_\_\_  
Thom Kolupski, Mayor

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Rachel Lewis City Secretary