

1 The City Council of the City of Seabrook met in regular session on Tuesday, March 17, 2020 by
2 teleconference at 6:00 p.m. discuss, consider and if appropriate, take action on regular and
3 emergency items listed below.

4
5 **THOSE PRESENT WERE:**

6 THOM KOLUPSKI	MAYOR
7 ED KLEIN	COUNCIL PLACE NO. 1
8 LAURA DAVIS	COUNCIL PLACE NO. 2
9 JEFF LARSON	COUNCIL PLACE NO. 3
10 NATALIE PICHA	MAYOR PRO TEM
11	COUNCIL PLACE NO. 4
12 BUDDY HAMMANN	COUNCIL PLACE NO. 5
13 JOE MACHOL	COUNCIL PLACE NO. 6
14 GAYLE COOK	CITY MANAGER
15 SEAN LANDIS	DEPUTY CITY MANAGER
16 STEVE WEATHERED	CITY ATTORNEY
17 ROBIN LENIO	CITY SECRETARY
18 LEAANN PETERSEN	DIRECTOR COMMUNITY & 19 VISITOR RELATIONS
20 BRAD GOUDIE	DIRECTOR EMERGENCY MGMT
21 KEVIN PADGETT	DIRECTOR OF PUBLIC WORKS
22	

23 Mayor Kolupksi called the meeting to order at 6:08 p.m., and all members of Council were present
24 by telephone.

25
26 **EMERGENCY ADDENDUM**

27
28 ***I. NEW BUSINESS***

29
30 **Addendum 1.1** Consider and take all appropriate action to conduct teleconference of meeting
31 due to finding that emergency or public necessity exists, pursuant to Declaration of Disasters
32 issued by State of Texas and City of Seabrook on March 13, 2020 and the directive issued by the
33 Texas Attorney General on March 16, 2020, suspending quorum requirements to the Texas Open
34 Meetings Act for teleconference. *Gayle Cook, City Manager*

35
36 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein*

37
38 *To approve conducting a teleconference of the meeting due to finding that emergency or public*
39 *necessity exists, pursuant to Declaration of Disasters issued by State of Texas and City of Seabrook*
40 *on March 13, 2020 and the directive issued by the Texas Attorney General on March 16, 2020,*
41 *suspending quorum requirements to the Texas Open Meetings Act for teleconference.*

42
43 ***MOTION CARRIED BY UNANIMOUS CONSENT***

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45

46 **Addendum 1.2** Consider and take all appropriate action on the ratification of the postponement
47 of items on the regular City Council Agenda of March 17, 2020 under the emergency powers
48 granted to the Mayor under Section 418.0108(d) of the Texas Government Code, Section 26-27 of
49 the Seabrook Code of Ordinances and the recent directives from CDC. *Thomas G. Kolupski,*
50 *Mayor*

51

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

53

54 *To approve the ratification of the postponement of items on the regular City Council Agenda of*
55 *March 17, 2020 under the emergency powers granted to the Mayor under Section 418.0108(d) of*
56 *the Texas Government Code, Section 26-27 of the Seabrook Code of Ordinances and the recent*
57 *directives from CDC.*

58

59 **MOTION CARRIED BY UNANIMOUS CONSENT**

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61 **Addendum 1.3** Consider and take all appropriate action on proposed Ordinance 2020-12,
62 "Extension of Disaster Declaration". *Thomas G. Kolupski, Mayor*

63

64 AN ORDINANCE PROVIDING FOR THE EXTENSION OF DISASTER DECLARATION AS
65 PROVIDED FOR HEREIN, AND MAKING CERTAIN FINDINGS OF FACT AND OTHER
66 CONCLUSIONS AS SET OUT HEREIN

67

68 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Machol*

69

70 *To approve proposed Ordinance 2020-12, "Extension of Disaster Declaration".*

71

72 **MOTION CARRIED BY UNANIMOUS CONSENT**

73

74 **Addendum 1.4** Consider and take all appropriate action on proposed Resolution 2020-06,
75 "Suspension of Certain Laws and Rules during Declaration of Disaster for COVID-19". *Thomas*
76 *G. Kolupski, Mayor*

77

78 A RESOLUTION OF THE CITY OF SEABROOK, TEXAS REQUESTING SUSPENSION OF
79 CERTAIN LAWS AND RULES PURSUANT TO TEXAS GOVERNMENT CODE SECTION
80 418.016 TO PROVIDE ASSISTANCE TO ADDRESS COVID-19 EPIDEMIC

81

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

83

84 *To approve Resolution 2020-06, "Suspension of Certain Laws and Rules during Declaration of*
85 *Disaster for COVID-19".*

86

87 **MOTION CARRIED BY UNANIMOUS CONSENT**

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91 **REGULAR AGENDA**

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1. PROVISION FOR TELECONFERENCE OF MEETING

1.1 Consider and take all appropriate action to conduct teleconference of meeting, if needed, due to finding that emergency or public necessity exists; that convening at one location of a quorum of the City Council is difficult or impossible; and that appropriate notice and procedures are in compliance with Government Code Section 551.125. *Gayle Cook, City Manager*

This item was moved to the Emergency Addendum above.

2. INTERVIEW CANDIDATES AND APPOINTMENTS

2.1 Interview and appoint candidates for a position on the Seabrook Carothers Coastal Gardens Task Force II. *Council*

This item was postponed.

3. PRESENTATIONS

3.1 Presentation of the Annual Public Safety Report. *Sean Wright, Chief of Police*

This item was postponed.

3.2 Presentation of the Audit for FY 2018/19. *Auditors*

The City Council heard a brief presentation from the City’s independent auditors, Belt Harris Pechacek, and an unmodified opinion letter was issued. A copy of the CAFR can be viewed on the City’s website at www.seabrooktx.gov/184/Financial-Transparency.

3.3 Presentation of the newly created, formatted, and secured online website page for City staff to store, organize, share, and post information that City Council can access from any device. *Stephanie Guerrero, Executive Administrative Assistant*

This item was postponed.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS - none

4.1 Mayor, City Council, and/or City Staff may make announcements about City/Community events, including other agency events and meetings attended by City Council members. *City Council*

This item was postponed.

5. BID AWARD

137
138 **5.1** Consider and take all appropriate action on a Bid Award for Project # 2018-301-06, Perform
139 an Environmental Assessment (EA) combined with Principle Requirements and Guidelines
140 (PR&G) under the National Environmental Policy Act (NEPA) to SWCA Environmental
141 Consultants. *Michael Gibbs, Director of Finance*

142
143 *Motion was made by Councilmember Davis and seconded by Councilmember Klein*

144
145 *To approve a Bid Award for Project # 2018-301-06, Perform an Environmental Assessment (EA)*
146 *combined with Principle Requirements and Guidelines (PR&G) under the National Environmental*
147 *Policy Act (NEPA) to SWCA Environmental Consultants.*

148
149 **MOTION CARRIED BY UNANIMOUS CONSENT**

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151 **6. CONSENT AGENDA**

152
153 **6.1** Approve and accept the new public infrastructure (water, sanitary sewer, storm sewer, and
154 streets) serving Lake Mija Village Section 2. *Brian Craig, City Engineer and Assistant Director*
155 *of Public Works*

156
157 **6.2** Accept Audit and Comprehensive Annual Financial Report (CAFR) for FY
158 2018/19. *Michael Gibbs, Director of Finance*

159
160 **6.3** Approve the Annual Racial Profiling Report as mandated by the State of Texas. *Sean Wright,*
161 *Chief of Police*

162
163 **6.4** Approve the minutes of the March 3, 2020 regular City Council meeting. *Stephanie*
164 *Guerrero, Executive Administrative Assistant*

165
166 **6.5** Approve the minutes of the February 4, 2020 special joint meeting between the Open Space
167 and Trails Committee and City Council. *Robin Lenio, City Secretary*

168
169 **6.6** Approve the minutes of the November 19, 2019 regular City Council meeting. *Stephanie*
170 *Guerrero, Executive Administrative Assistant*

171
172 *Motion was made by Councilmember Larson and seconded by Councilmember Machol*

173
174 *To approve the Consent Agenda as presented.*

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176 **MOTION CARRIED BY UNANIMOUS CONSENT**

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181 **7. NEW BUSINESS**

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183 **7.1** Consider and take all appropriate action on first and final reading of Ordinance 2020-11,
184 "Amendment No. 4 Amending the Budget for the Fiscal Year beginning October 1, 2019 and
185 ending September 30, 2020 for City Department Encumbrances." *Michael Gibbs, Director of*
186 *Finance*

187
188 AN ORDINANCE AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE FISCAL
189 YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 BY
190 AUTHORIZING CERTAIN ADDITIONS IN THE AMOUNT OF \$248,500 FOR GENERAL
191 AND HOTEL OCCUPANCY FUND; AUTHORIZING THE CITY MANAGER TO TAKE ALL
192 ACTIONS NECESSARY TO FACILITATE THE CHANGES IDENTIFIED; AND FINDING
193 AVAILABLE UNENCUMBERED FUNDS FOR THE SUPPLEMENTAL APPROPRIATION
194 AND/OR RESERVE REDUCTION

195
196 Michael Gibbs, Director of Finance, explained that this budget amendment for Fiscal Year
197 2019-2020 is to authorize additions to the General Fund and the Hotel Occupancy Fund in the
198 amount of \$248,500.00.

199
200 *Motion was made by Councilmember Klein and seconded by Councilmember Davis*

201
202 *To approve on first and final reading of Ordinance 2020-11, "Amendment No. 4 Amending the*
203 *Budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020 for City*
204 *Department Encumbrances."*

205
206 **MOTION CARRIED BY UNANIMOUS CONSENT**

207
208 **7.2** Consider and take all appropriate action on proposed Resolution 2020-04, "Update of the
209 City of Seabrook Purchasing Policy." *Michael Gibbs, Director of Finance*

210
211 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS,
212 AMENDING AND UPDATING THE PURCHASING POLICY FOR THE CITY OF
213 SEABROOK; REPEALING RESOLUTION NO. 2007-25; AND REPEALING AND
214 REPLACING ALL REFERENCES TO PURCHASING POLICIES IN ALL ORDINANCES OR
215 RESOLUTIONS IN CONFLICT WITH THIS RESOLUTION

216
217 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein*

218
219 *To approve Resolution 2020-04, "Update of the City of Seabrook Purchasing Policy."*

220
221 **MOTION CARRIED BY UNANIMOUS CONSENT**

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225 **7.3** Consider and take all appropriate action on proposed Resolution 2020-05, "Resolution
226 Authorizing Publication of Notice of Intention to Issue Certificates of Obligation." *Michael Gibbs,*
227 *Director of Finance*

228
229 RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE
230 CERTIFICATES OF OBLIGATION, SERIES 2020, FOR THE DESIGN, ACQUISITION,
231 CONSTRUCTION AND IMPROVEMENT OF CERTAIN PUBLIC WORKS, AND
232 AUTHORIZING CERTAIN OTHER MATTERS RELATING THERETO

233
234 The City Council heard a presentation by Bond Counsel regarding the schedule, amounts,
235 and interest rates for issuing Certificates of Obligation for the Design, Acquisition, Construction,
236 and Improvement of Certain Public Works.

237
238 *Motion was made by Councilmember Klein and seconded by Councilmember Machol*

239
240 *To approve Resolution 2020-05, "Resolution Authorizing Publication of Notice of Intention to*
241 *Issue Certificates of Obligation."*

242
243 **MOTION CARRIED BY UNANIMOUS CONSENT**

244
245 **7.4** Consider and take all appropriate action on an agreement between the City of Seabrook and
246 SWCA Environmental Consultants for Project # 2018-301-06 to perform an Environmental
247 Assessment (EA) combined with Principle Requirements and Guidelines (PR&G) under the
248 National Environmental Policy Act (NEPA) for Wastewater System Infrastructure Retrofit in an
249 amount not to exceed \$48,750.00. *Michael Gibbs, Director of Finance*

250
251 *Motion was made by Councilmember Davis and seconded by Councilmember Klein*

252
253 *To approve an agreement between the City of Seabrook and SWCA Environmental Consultants*
254 *for Project # 2018-301-06 to perform an Environmental Assessment (EA) combined with Principle*
255 *Requirements and Guidelines (PR&G) under the National Environmental Policy Act (NEPA) for*
256 *Wastewater System Infrastructure Retrofit in an amount not to exceed \$48,750.00.*

257
258 **MOTION CARRIED BY UNANIMOUS CONSENT**

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260 **8. ROUTINE BUSINESS**

261
262 **8.1** Update and report on various items that require no action, including SH 146 Expansion
263 Project, City of Seabrook CIP Projects, and City of Seabrook Grant Administration. *Gayle Cook,*
264 *City Manager*

265
266 This item was postponed.

267
268
269
270 **8.2** Discuss, consider, and if appropriate take action on items related to COVID-19 Virus. *Gayle*
271 *Cook, City Manager & Brad Goudie, Director of Emergency Services*

272

273 Gayle Cook, City Manager, explained that a press release was issued that outlined the items
274 that the City has taken action on in response to the COVID-19 pandemic. The Director of
275 Emergency Management, Brad Goudie, has daily conference calls with the Texas Department of
276 Emergency Management, so if Councilmembers have any questions or concerns, Brad will be able
277 to take them to TDEM during one of the conference calls.

278
279 Ms. Cook further stated that to date the following actions have been taken in response to
280 the COVID-19 pandemic:

- 281
- 282 • With the Declaration of Disaster in effect for Seabrook, the Seabrook Office of Emergency
283 Management is elevated to a Level 2- Partial Activation and continues to monitor the
284 COVID-19 situation across the region and state.
285
 - 286 • To help mitigate the spread of the virus the City of Seabrook is complying with the current
287 guidelines as recommended by the Center for Disease Control (CDC):
 - 288 ➤ Seabrook Municipal Court citations and fines may be resolved either by a telephone
289 hearing or will be postponed to a future date. For further instruction please contact
290 the Court by calling (281) 291-5674.
 - 291 ➤ No facility reservations will be made between March 16 to May 11 and existing
292 reservations during this time will be refunded. Please contact facility rentals by
293 calling (281) 291-5725 for more information.
 - 294 ➤ Boards and Commissions meetings between March 16 to May 11 have been
295 canceled **unless necessary action is needed.**
 - 296 ➤ Seabrook City Council will meet via teleconferencing on Tuesday, March 17 at
297 6:00 p.m. To listen to the meeting or give public comment please contact the Office
298 of the City Secretary at (281) 291-5663 for call-in instructions. Download and view
299 the agenda at seabrooktx.gov/agendacenter.
 - 300 ➤ No special event permits will be issued between March 16 to May 11. Existing
301 permits during this time frame will be canceled. Special event permit applicants
302 will be contacted directly with more information.
 - 303 ➤ Per the Galveston Bay Foundation, Trash Bash scheduled for March 28 has been
304 canceled.
 - 305 ➤ The Monroe Field Splash Pad will not open on April 1 and will remain closed until
306 posted otherwise.
 - 307 ➤ The first Saturday Bird Count scheduled for April 4 has been canceled.
 - 308 ➤ The Seabrook Easter Egg Hunt scheduled for April 11 has been canceled.
 - 309 ➤ The first Saturday Bird Count scheduled for May 2 has been canceled.
 - 310 ➤ At this time, the May 2 Charter Election has not been canceled, however, we
311 encourage voters who are eligible to vote by mail to please do so. For more
312 information contact the Office of the City Secretary by calling (281) 291-5663.
313 Please be aware that postponement of the election may be issued at any time.
 - 314 ➤ The “Remembering our Fallen” Memorial Day Ceremony scheduled for May 25
315 has been canceled.
 - 316 ➤ Utility service disconnects have been temporarily suspended. Customers can
317 contact Utility Billing with questions by calling (281) 291-5713. Customers are

318 encouraged to use alternative options to make payments, including mailing a check
319 or paying online at www.seabrooktx.gov/189/customer-service-and-utility-billing
320

321 • In the event of a non-emergency call, the public is asked to call the non-emergency phone
322 line at (281) 291-5610 and follow the prompts to connect with dispatch and to only call
323 911 in an event of an emergency. 911 dispatchers are adhering to additional protocols at
324 this time and will be actively screening callers to better determine what first responders
325 will encounter when responding to a call for service. These new protocols are in line with
326 the CDC guidelines for emergency dispatch centers.
327

328 • At this time there have been no confirmed cases in Seabrook. Should the Office of
329 Emergency Management receive notification of a confirmed case in Seabrook, residents
330 will be notified. The City of Seabrook will continue to coordinate with local and state
331 officials and updates will be posted to seabrooktx.gov and to social media.
332

333 **8.3** Establish future meeting dates and agenda items, including setting two dates for Coffee
334 Chats, a new program to engage and inform the public. *City Council*
335

336 Seabrook City Council, in a continued effort to protect citizens, officials, and staff, has
337 made the determination to cancel all City Council meetings through May 11, 2020. Should an
338 urgent public necessity arise that requires the City Council to take action, a teleconference meeting
339 notice and agenda will be posted and published in the City's website in accordance with the
340 requirements of the Texas Open Meetings Act.

341 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 6:54 p.m.
342

343 Approved this 21st day of April, 2020.
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348 _____
349 Thomas G. Kolupski,
350 Mayor

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353 Robin Lenio, TRMC
354 City Secretary
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