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2
3 The City Council of the City of Seabrook met in regular session on Tuesday, November 15, 2016
4 at 7:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if
5 appropriate, take action on the items listed below.

6
7 **THOSE PRESENT WERE:**

- | | | |
|----|---------------------------|--|
| 8 | GLENN R. ROYAL | MAYOR |
| 9 | ROBERT LLORENTE | COUNCIL PLACE NO. 1 |
| 10 | MIKE GIANGROSSO | COUNCIL PLACE NO. 2 |
| 11 | GARY JOHNSON | COUNCIL PLACE NO. 3 |
| 12 | MELISSA BOTKIN – Ex. Abs. | COUNCIL PLACE NO. 4 |
| 13 | GLENNA ADOVASIO | COUNCIL PLACE NO. 5 |
| 14 | O.J. MILLER | MAYOR PRO TEM &
COUNCIL PLACE NO. 6 |
| 15 | | |
| 16 | GAYLE COOK | CITY MANAGER |
| 17 | SEAN LANDIS | DEPUTY CITY MANAGER |
| 18 | STEVE WEATHERED | CITY ATTORNEY |
| 19 | ROBIN HICKS | CITY SECRETARY |

20
21 **1. INTERVIEW CANDIDATES FOR VARIOUS BOARDS AND COMMISSIONS**

22
23 1.1. Candidate Interviews

24 **Interview candidates for openings on the Planning & Zoning Commission and the Ethics**
25 **Review Commission. (Council)**

26
27 Michael Cramer was interviewed first for a position on the Ethics Review Commission
28 and Council asked why he wanted to be involved with the City, how long he has lived in
29 Seabrook, why he likes living in Seabrook, and if he has the time to devote to volunteering with
30 the City. Mr. Cramer stated that he loves living in Seabrook, over the past four (4) years, and
31 wants to give back to the community. He has more time to volunteer now because he is in
32 management at his job and no longer travels as much. He stated in his application that Seabrook
33 is the best place he’s ever lived, with great neighbors, a park and pool near his home, and a nice
34 view of the Bay.

35 Tracie Soich was interviewed second for a position on the Planning & Zoning
36 Commission. Council knows Tracie, as she was the chair of the Comprehensive Master Plan
37 Review Commission. Being involved with the Master Plan, Tracie has a good understanding of
38 where the City is and where it’s trying to go. The Council asked why she wants to volunteer
39 again and she explained that she plans to continue living in Seabrook for at least another 6 years,
40 until her daughter graduates, and she believes it is important to be the solution and not the
41 problem. Through her work with the Comprehensive Master Plan Review Commission, she
42 realized that some people do not understand the processes and how government works, and she
43 would like to be the voice of the City when citizens ask questions and want to know.

44
45

46 **2. PRESENTATIONS**

47

48 2.1. Christmas Activities

49 **Presentation and update on City of Seabrook Christmas festivities and celebrations,**
50 **including the Old Seabrook Holiday Decorating Contest. (Dearman)**

51

52 LeaAnn Dearman, Director of Communications, stated that the City keeps adding events
53 to Christmas celebrations, which now include Share Your Christmas and the food drive which
54 wraps up December 16, the Main Street Tree lighting at 6:00pm on December 1 with more
55 vendors, two (2) choirs and a Charlie Brown Christmas production on the grassy lot at the post
56 office, hot chocolate, and cookies with Santa. (people can log on to Facebook to share
57 comments), Breakfast with Santa from 9:00 a.m. to 11:00 a.m on December 3 at the Community
58 House, the SVFD Santa Run event on December 10, and the Old Seabrook Holiday Decorating
59 Contest. City offices will be closed for holidays on Thursday, November 24 and Friday,
60 November 25 for Thanksgiving and Friday, December 23, and Monday, December 26 for
61 Christmas.

62

63 **3. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**

64 *At this time we would like to listen to any member of the audience on any subject matter, whether*
65 *or not that item is on the agenda. All comments are limited to a maximum of four minutes for*
66 *each speaker, shall be limited to city business or city-related business or matters of general*
67 *public interest, and shall not include any personal attacks. In accordance with the Open*
68 *Meetings Act, members may not discuss or take action on any item that has not been posted on*
69 *the agenda. When your name is called, please come to the podium and state your name and*
70 *address clearly into the microphone before making your comments. Thank you.*

71

72 3.1. Mayor, City Council and/or members of the city staff may make announcements about
73 city/community events. (Council)

74

75 Mayor Royal announced that Celebration Seabrook was extraordinary this year and
76 thanked the City Manager, the Director of Communications and her staff, the Police Department,
77 the Public Works Department and all the volunteers.

78 Councilmember Giangrosso announced several upcoming events, including the Main
79 Street Christmas Tree Lighting, Breakfast with Santa, the Santa Run 2016, and the City office
80 closings for the holidays.

81 Councilmember Johnson announced the November meeting of the Houston County
82 Mayors and Councils Association for November 17 at 6:30pm at the Monument Inn.

83 Chief Wright announced the Rotary Office of the Year Award nominations that will open
84 the week of November 21. Anyone can nominate an officer. The Award winner will be
85 announced at the Men Who Cook event in February. Applications/nominations are due by the
86 end of January.

87

88

89

90

91 **4. CONSENT AGENDA**

92 **Council will discuss, consider, and if appropriate, take action on the items listed below.**

93

94 4.1. CLEMC Monthly Report

95 **Approve the Clear Lake Emergency Medical Corps (CLEMC) monthly report for October**
96 **2016. (Hunter)**

97

98 4.2. Fire Department Monthly Report

99 **Approve the Seabrook Volunteer Fire Department (SVFD) monthly report for October**
100 **2016. (Gutaker)**

101

102 4.3. Pulled from the Consent Agenda by the City Manager

103

104 4.4. Building Department Monthly Report

105 **Approve the Seabrook Building Department monthly report for October 2016. (Landis)**

106

107 4.5. Special Event Thanks for Giving

108 **Approve a special event permit and waiver of the fee for a fundraising event, Thanks for**
109 **Giving, for the Way Out Women's Center on Sunday, November 20, 2016, from 7:00am**
110 **until 7:00pm at Meador Park Pavilion and at Miramar Park. Fees and site plan have been**
111 **submitted and approved. Certificate of insurance will be provided. (Hicks)**

112

113 4.6. Special Permit Christmas Tree Lighting

114 **Approve a special permit for the Seabrook Christmas Tree Lighting event on**
115 **Thursday, December 1, 2016 from 6:00pm until 9:00pm at Mohrhusen Park. (Dearman)**

116

117 4.7. Excused Absence

118 **Approve an excused absence for Robert Llorente for the November 1, 2016 regular City**
119 **Council meeting. (Hicks)**

120

121 4.8. Minutes October 4, 2016

122 **Approve minutes of the October 4, 2016 regular City Council meeting. (Hicks)**

123

124 4.9. Minutes October 18, 2016

125 **Approve minutes of the October 18, 2016 regular City Council meeting. (Hicks)**

126

127 4.10. Minutes November 1, 2016

128 **Approve minutes of the November 1, 2016 regular City Council meeting. (Hicks)**

129

130 *Motion was made by Councilmember Giangrosso and seconded by Councilmember Llorente*

131

132 *To approve the Consent Agenda, with the exception of item 4.3.*

133

134 **MOTION CARRIED BY UNANIMOUS CONSENT**

135

136 4.3. Police Department Monthly Report

137 **Approve the Seabrook Police Department monthly report for October 2016. (Wright)**

138

139 Gayle Cook, City Manager, stated that at the stolen property numbers show an increase of
140 over 400%.

141 Chief Wright explained that a couple of boat motors and a boat were stolen, and in
142 addition, a resident was accused of internet fraud. Seabrook PD is required to take the fraud
143 report, and forward the case to the FBI. The internet fraud is considered virtual theft and is out
144 of the jurisdiction of the Seabrook Police Department; however, because the report was taken
145 locally, the number is reflected in the monthly report.

146

147 *Motion was made by Councilmember Llorente and seconded by Councilmember Adovasio*

148

149 *To approve the Seabrook Police Department monthly report for October 2016.*

150

151 *MOTION CARRIED BY UNANIMOUS CONSENT*

152

153 **5. NEW BUSINESS**

154 *Council will discuss, consider and if appropriate, take action on the items listed below.*

155

156 5.1. Planning & Zoning Commission Appointment

157 **Appoint a member to the Planning & Zoning Commission to fill a vacant position left by**
158 **Michael Sharpe, with a term ending January 1, 2017. (Council)**

159

160 *Motion was made by Councilmember Miller and seconded by Councilmember Adovasio*

161

162 *To appoint Tracie Soich to the Planning & Zoning Commission to fill a vacant position left by*
163 *Michael Sharpe, with a term ending January 1, 2017.*

164

165 *MOTION CARRIED BY UNANIMOUS CONSENT*

166

167 5.2. Ethics Review Commission Appointment

168 **Appoint an alternate member to the Ethics Review Commission, with a term ending**
169 **October 31, 2018. (Council)**

170

171 *Motion was made by Councilmember Miller and seconded by Councilmember Adovasio*

172

173 *To appoint Michael Cramer as an alternate member to the Ethics Review Commission, with a*
174 *term ending October 31, 2018.*

175

176 *MOTION CARRIED BY UNANIMOUS CONSENT*

177

178

179

180

181 5.3. Seaside RV Resort and Cabanas Planned Unit Development (PUD)
182 ***After receipt of the report from the Planning & Zoning Commission, consider and take all***
183 ***appropriate action on a preliminary Planned Unit Development (PUD) plan to designate***
184 ***the Seaside RV Resort and Cabanas Planned Unit Development (PUD), the property being***
185 ***8.883 acres of land situated in abstract 52 in the Ritson Morris Survey, Harris County***
186 ***Texas. (Landis)***

187
188 Chairman, Michael Potts, presented the Planning & Zoning Commission report on the
189 preliminary plan PUD and it was approved by P&Z by a 4-2 vote. The Commission continued to
190 have discussions on the plan, including whether or not an RV Resort was an appropriate land
191 use, based on the Master Plan, and the Commission decided that it would be.

192
193 Council members expressed concerns with the lack of detail in the preliminary plan.
194 Questions were asked about misleading pictures in the preliminary plan that do not accurately
195 reflect what the developer intends to build, no timeline included in the plan, whether funding is
196 an issue, whether a management company will manage the property after the PUD is completed,
197 no rental agreement is included in the preliminary plan, no landscaping plan is included, no
198 lighting plan is included. The overall plan needs to be more specific.

199
200 *Motion was made by Councilmember Miller and seconded by Councilmember Giangrosso*

201
202 *To approve a preliminary Planned Unit Development (PUD) plan to designate the Seaside RV*
203 *Resort and Cabanas Planned Unit Development (PUD), the property being 8.883 acres of land*
204 *situated in abstract 52 in the Ritson Morris Survey, Harris County Texas.*

205
206 ***MOTION CARRIED BY UNANIMOUS CONSENT***

207
208 5.4. Ordinance 2016-28 EDC Budget Amendment
209 ***Consider and take all appropriate action on first and final reading of Ordinance 2016-28.***
210 ***(Gibbs)***

211
212 ***AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING***
213 ***OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 FOR THE SEABROOK***
214 ***ECONOMIC DEVELOPMENT CORPORATION***

215
216 Gayle Cook, City Manager, stated that there was not a line item in the 2016/17 EDC
217 budget for the water tank relocation, so staff went back to EDC and asked for a new line item.
218 This is a housekeeping measure.

219
220 *Motion was made by Councilmember Giangrosso and seconded by Councilmember Johnson*

221
222 *To approve Ordinance 2016-28 on first and final reading.*

223
224 ***MOTION CARRIED BY UNANIMOUS CONSENT***

225

226 5.5. Resolution 2016-24 Texas Coalition of Cities for Utility Issues ("TCCFUI")
227 **Consider and take all appropriate action on proposed Resolution 2016-24, "Participation**
228 **in the Texas Coalition of Cities for Utility Issues". (Cook)**
229

230 **A RESOLUTION AUTHORIZING THE PARTICIPATION OF THE CITY OF**
231 **SEABROOK WITH OTHER TEXAS CITIES IN THE TEXAS COALITION OF CITIES**
232 **FOR UTILITY ISSUES; PROVIDING FOR A REPRESENTATIVE TO THE**
233 **COALITION AND FOR OTHER REASONABLE AND NECESSARY STEPS;**
234 **AUTHORIZING PAYMENT OF A PARTICIPATION FEE; AND PROVIDING AN**
235 **EFFECTIVE DATE**
236

237 *Motion was made by Councilmember Miller and seconded by Councilmember Llorente*
238

239 *To approve proposed Resolution 2016-24, "Participation in the Texas Coalition of Cities for*
240 *Utility Issues".*
241

242 *MOTION CARRIED BY UNANIMOUS CONSENT*
243

244 5.6. Resolution 2016-25 Sanitation Rate Update Resolution
245 **Consider and take all appropriate action on proposed Resolution 2016-**
246 **25, "Update in Sanitation Procedures and Rates". (Cook)**
247

248 **A RESOLUTION REESTABLISHING SANITATION PROCEDURES AND UPDATING**
249 **RESIDENTIAL CHARGES AND COMMERCIAL CHARGES FOR SANITATION**
250 **SERVICES AND REPEALING RESOLUTION NO. 2015-02.**
251

252 Gayle Cook, City Manager, stated that as part of the waste management contract, a CPI
253 increase is built in every January, using the September CPI percentage. In addition, the company
254 has made incremental increases to commercial dumpsters, for a total 12% increase with this
255 year's numbers. This is the final year on this particular contract, and the City will bid out these
256 services in the following years.
257

258 *Motion was made by Councilmember Llorente and seconded by Councilmember Giangrosso*
259

260 *To approve proposed Resolution 2016-25, "Update in Sanitation Procedures and Rates".*
261

262 *MOTION CARRIED BY UNANIMOUS CONSENT*
263
264
265
266

267 **THIS SPACE INTENTIONALLY LEFT BLANK**
268
269
270

271 5.7. Bid Award for Hester's Gully Drainage Improvements Project 2016-10
272 **Consider and take all appropriate action on staff's recommendation to reject the current**
273 **bids for the Hester's Gully Drainage Improvements Project 2016-10 and re-bid the project**
274 **with the necessary Section 3 business notifications. (Chairez)**
275

276 Arthur Chairez, Director of Public Works, stated that this project will use the last of the
277 funds from the General Land Office Round 2 of the Hurricane Ike Recovery Funds. This project
278 is drainage improvements at Hester's Gully, building a walking bridge and clearing land for
279 Hester's Gully watershed. The project went out for bids on October 20 and the City received
280 five (5) bids. Soon after the bid opening staff was notified by the grant coordinator that special
281 businesses may not have been notified before advertising the bid requirements, per federal grant
282 guidelines. Because the City has over 50 projects funded with the Hurricane Ike grant monies,
283 staff would rather be overly cautious and re-bid the project, rather than taking a chance that the
284 money would eventually have to be reallocated.

285
286 *Motion was made by Councilmember Giangrosso and seconded by Councilmember Adovasio*

287
288 *To reject the current bids for the Hester's Gully Drainage Improvements Project 2016-10 and re-*
289 *bid the project with the necessary Section 3 business notifications.*

290
291 **MOTION CARRIED BY UNANIMOUS CONSENT**

292
293 5.8. Baybrook II/III Sewer Rehabilitation Project
294 **Consider and take all appropriate action on a contract between the City of Seabrook and**
295 **Insituform Technologies, Inc. for rehabilitation of the 6 & 8 inch sanitary sewer mains on**
296 **Allegro Drive, Beechcraft Street, and Coronado Street by the Cured in Place Pipe (CIPP)**
297 **lining and pipe bursting methods (Project 2016-14), in an amount not to exceed**
298 **\$101,630.40, through the cooperative purchasing agreement with BuyBoard. (Chairez)**
299

300 Arthur Chairez, Director of Public Works, stated that over the past 15 years, in an effort
301 to continue to improve the City's sanitary sewer structure, staff surveys every year for trouble
302 spots and targets certain areas for repairs/rehabilitation. This is a budgeted item.

303
304 *Motion was made by Councilmember Miller and seconded by Councilmember Johnson*

305
306 *To approve a contract between the City of Seabrook and Insituform Technologies, Inc. for*
307 *rehabilitation of the 6 & 8 inch sanitary sewer mains on Allegro Drive, Beechcraft Street, and*
308 *Coronado Street by the Cured in Place Pipe (CIPP) lining and pipe bursting methods (Project*
309 *2016-14), in an amount not to exceed \$101,630.40, through the cooperative purchasing*
310 *agreement with BuyBoard.*

311
312 **MOTION CARRIED BY UNANIMOUS CONSENT**

313
314
315

316 5.9. Bay Area Coastal Protection Alliance (BACPA)
317 **Consider and take all appropriate action on an unbudgeted expenditure of \$10,000 to Bay**
318 **Area Coastal Protection Alliance (BACPA) to fund an update to an educational video on**
319 **the "Ike Dike" for area cities.**
320

321 Mayor Royal stated that one of the big groups that's behind the Ike Dike is BACPA and
322 the Alliance is also behind the video that's out right now. Since the launch of the video, three
323 congressmen have formed a congressional committee to study Ike Dike. We are also hearing
324 about infrastructure spending in Washington. BACPA is asking area communities to raise
325 money for this video. The City's website has been updated with information on the Ike Dike.
326 Ms. Cook stated that the funds will come out of the non-departmental line item and if a budget
327 amendment is needed at the end of the year, it will be brought to Council for approval.
328

329 *Motion was made by Councilmember Giangrosso and seconded by Councilmember Adovasio*
330

331 *Upon verification of the return of the funds if the video is not fully funded, to approve an*
332 *unbudgeted expenditure of \$10,000 to Bay Area Coastal Protection Alliance (BACPA to fund an*
333 *update to an educational video on the "Ike Dike" for area cities.*
334

335 **MOTION CARRIED BY UNANIMOUS CONSENT**
336

337 6. ROUTINE BUSINESS

338 ***Council will discuss, consider and if appropriate, take action on the items listed below.***
339

340 6.1. Strategic Plan Update

341 **Update on the 2016-17 Strategic Plan Initiatives (Cook)**
342

343 Gayle Cook, City Manager, updated Council on progress made by the various City
344 departments on the 2016-17 Strategic Plan Initiatives.
345

346 6.2. Reports

347 Reports and announcements concerning items of community interest. No discussion or action
348 will be taken by Council.
349

350 Council Liaisons:

351 a. **Bay Area Houston Convention & Visitors Bureau** – Councilmember Giangrosso
352 announced that the Bureau is moving forward, with Kemah, Nassau Bay and Seabrook
353 participating. The Board has been re-established and is issuing an RFP for a marketing
354 firm instead of hiring an executive director. The Board believes the marketing firm can
355 be hired and utilized within the parameters of the current budget.

356 b. **Bay Area Houston Economic Partnership** – no report

357 c. **Bay Area Transportation Partnership** – Mayor Royal reported that the organization
358 has a new director and she is learning and moving forward in her job responsibilities.
359

- 360 d. **Clear Lake Emergency Medical Corps** – Councilmember Johnson explained that the
361 board met last week and the focal point is more transparency with stakeholders. CLEMC
362 will have a reduction in force based on financial concerns. The budget issues are pretty
363 serious. Councilmember Miller pointed out that Councilmember Johnson has taken over
364 the role of President of the Board and has tried to give guidance and direction to the
365 organization. He is trying to do the right thing for CLEMC and for the cities.
- 366 e. **Economic Alliance, Port Region** – Mayor Royal reported that the transportation group
367 is taking a lead role in the industry, and no one planned for when it comes online.
368 Transportation is an issue with heavy haul, and the Legislature will probably discuss this
369 topic in the upcoming legislative session. Harris County completed a preliminary truck
370 route study and Red Bluff construction did get funding and will be built in 2018.
- 371 f. **Galveston Bay Foundation** – Councilmember Miller encouraged everyone to look at the
372 Foundation’s website: www.galvbay.org. The Foundation monitors a lot of projects and
373 there is a lot going on around Galveston Bay.
- 374 g. **Hotel Tax Liaison Committee** – no report
- 375 h. **Houston-Galveston Area Council** - no report
- 376

377 6.3. Approve the Action Items Checklist which is attached and made a part of this Agenda.

378

379 **TXDOT** –Gayle Cook, City Manager, stated that the only update is on land acquisition.
380 Staff met with TXDOT and confirmed they are holding eminent domain hearings in the
381 Seabrook area, with one hearing being on December 13 in the Council Chamber. There is now
382 30% confirmed design which necessitates a discussion of water and sewer relocates. TXDOT
383 Engineers have been shifted back on this project to assist with utility conflicts.

384

385 **Projects** – The Public Works facility walls are starting to go up on the back. There have
386 been no major construction issues; therefore, the project is still on time per the original schedule.

387

388 **Benches and Pelican** – The Council purchased benches are in and staff has ordered the
389 plates. Once the plates arrive, Council will receive individual emails about photo opportunities
390 with each member’s bench. Faith Shallis has completed painting the Council purchased Pelican
391 and it will go out for delivery on Friday for the clear coat. Staff has not incorporated the Animal
392 Shelter in the design of the Pelican because the base would have to be bigger to accommodate
393 the additional figures. Another option might be to have figures freestanding in the grass around
394 the Pelican. Staff is researching the feasibility of that option.

395

396 *Motion was made by Councilmember Llorente and seconded by Councilmember Giangrosso*

397

398 *To approve the Action Items Checklist.*

399

400 **MOTION CARRIED BY UNANIMOUS CONSENT**

401

402

403

404

405 6.4. Establish future meeting dates and agenda items
406 Council will have only one (1) meeting in December, on December 6.
407

408 Upon motion duly made and seconded, Mayor Royal adjourned the meeting at 8:02 p.m.
409

410 Approved this 6th day of December 2016.
411
412
413
414

Glenn Royal
Mayor

419 Robin Hicks, TRMC
420 City Secretary
421
422
423
424