



**MINUTES
REGULAR MEETING
HITCHCOCK CITY COUNCIL
HITCHCOCK CITY HALL COUNCIL CHAMBER
8102 HIGHWAY 6, HITCHCOCK, TEXAS
Monday, January 22, 2024, 6:00 P.M.**

1. The meeting was called to order by Mayor Chris Armacost at 6:00 pm.

Members Present:

Mayor Chris Armacost	Debbie C. Nesbitt, City Secretary
Councilmember Morris Tuck	Wilmon Smith, Police Chief
Councilmember Andre Perkins	Monio Mark, Finance Director
Councilmember Mary Combs Demby	Kyle Dickson, City Attorney
City Manager Marie Gelles	Arnold Cross, Jr., Community Development

Members Absent:

Shawn Kadlecek

2. Invocation lead by Sam Collins

3. Pledge of Allegiance

4. Citizen Comments:

none

Public Hearing:

5. Presentation and Public Hearing regarding the adoption of Water and Wastewater Impact Fees for new or expanded water and wastewater utility infrastructure. (Grady Reed, Utility Rate Business Analyst, HDR Engineering)

Public Hearing opened at 6:04 pm.

Grady Reed was unable to attend tonight's meeting, David Dunn, project manager with HDR Engineering presented to Council and explained how the Impact Fees were considered and developed and to consider adopting the maximum fees allowed for utility water and wastewater expansion within the city for new growth for residential and commercial construction.

With no comments, the public hearing closed at 6:19 pm.

Proclamations and Recognitions:

- 6. Presentation of a Proclamation recognizing January 2024 as School Board Recognition Month in the City of Hitchcock. (Mayor Christopher Armacost)**
Mayor Armacost presented Monica Cantell with a Proclamation recognizing January 2024, as School Board Recognition month.

7. Presentation of an award to Kevin Brady on behalf of Brady Family Charity for their endless contributions to Public Safety. (Wilmon Smith, Chief of Police)
Chief Smith presented an award in honor of the Brady Family Charities, for their continuous contributions and support to Public Safety, excepting the award on behalf of the family was Cary Riley.
8. Presentation of a Proclamation recognizing January 24, 2024, as Law Enforcement Appreciation Day. (Chief Wilmon Smith)
Mayor Armacost presented Wilmon Smith, Chief of Police with a proclamation recognizing January 24, 2024, as Law Enforcement Appreciation Day, and thanked all officers for their dedication and hard work.
9. Presentation of a Proclamation recognizing the month of February as Black History Month. (Samuel Collins)
Councilmember Perkins read and presented Samuel Collins with a Proclamation in recognition of February being Black History Month.
10. Presentation of a plaque recognizing Wilmon Smith, Chief of Police for his 5-year anniversary with the City of Hitchcock.
Mayor Armacost recognized Wilmon Smith, Chief of Police, and presented him with a plaque for his 5 years of service with the City of Hitchcock.

11. Consent Agenda Items (A-F):

All consent items listed are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

- (A) Approval of minutes from Regular Council Meeting dated December 18, 2023.
- (B) Approval of 1st Quarter Investment Report ending December 31, 2023.
- (C) Approval of Investment Report for the month ending December 31, 2023.
- (D) Approval of Financial Report for the month ending December 31, 2023.
- (E) Approval of Accounts Payable Report for the month ending December 31, 2023.
- (F) Approval of a Resolution declaring certain items owned by the City of Hitchcock as surplus items for auction.

Councilmember Perkins made the motion to approve items A-F in consent agenda. Seconded by Councilmember Demby. Motion passed.

Items for Individual Consideration:

12. **Performance Services, Inc. project progress report. (David Craig, Performance Services, Inc.)**
David Craig, project manager with Performance Services updated Council on multiple projects, water meters, complete, Scada system 95% complete and should be complete by the end of the month, lift station pump replacement, the new pump is on site, the leachate permit is in review with TCEQ.

- 13. Discussion and appropriate action adopting an Ordinance of the City Council of the City of Hitchcock, Texas amending Title XV entitled Land Usage by adding Chapter 158 entitled Impact Fees, establishing impact fees for water and wastewater utilities, and providing for publication and effective date. (Kyle Dickson, City Attorney and Grady Reed, Utility Rate Business Analyst, HDR Engineering)**
 City Attorney Dickson asked if anyone had questions concerning the adoption of an Ordinance establishing and setting the Cities impact fees. Councilmember Tuck made the motion to adopt the Ordinance establishing and adopting the maximum fee allowed of \$6,271.00, which \$4,026.00 for water and \$2,245.00 for wastewater. Seconded by Councilmember Perkins. Motion passed.
- 14. Discussion and appropriate action adopting a Resolution regarding Civil Rights which includes the following documents: Citizens Participation Plan and Grievance Procedures; Section 3 Policy; Excessive Force Policy; Limited English Proficiency (LEP) Standards Plan; Section 504 Policy and Grievance Procedures; Code of Conduct Policy; and Fair Housing Policy. (Marie Gelles, City Manager and Sam Lilley, Grant Works)**
 Councilmember Tuck made the motion to approve a Resolution regarding Civil Rights, with all supporting documents and policies. Seconded by Councilmember Demby. Motion passed.
- 15. Discussion and appropriate action adopting a Resolution by the City Council of the City of Hitchcock designating authorized signatories for contractual documents and documents requesting funds pertaining to the Texas Community Development Block Grant-Mitigation Program for GLO state contract 24-065-008-E165. (Marie Gelles, City Manager and Sam Lilley, Grant Works)**
 Councilmember Perkins made the motion to adopt a Resolution authorizing signatures pertaining to the Texas Community Development Block Grant-Mitigation Program for GLO state contract 24-065-008-E-165. Seconded by Councilmember Demby. Motion passed.
- 16. Approving a Proclamation proclaiming April as Fair Housing Month. (Sam Lilley, Grant Works)**
 Councilmember Demby made a motion to proclaim April as Fair Housing Month. Seconded by Councilmember Tuck. Motion passed.
- 17. Discussion and appropriate action approving a Resolution by the City of Hitchcock of the State of Texas requesting financial participation from the Texas Water Development Board; authorizing the filing of an application for financial participation; and making certain findings in connection therewith. (Leroy Thomas, Public Works Director, and Jose Maldonado, PE, RJN Group)**
 Public Works Director Thomas came before the Council requesting the approval of a Resolution approving financial help from the Texas Water Development Board, in helping to rehab the city's collection systems. Currently the city is number 3 in the invitation process to qualify for twenty-seven million State revolving funds for clean water, and rehabilitation funds. Councilmember Perkins made the motion to approve the Resolution requesting financial help from the Texas Water Development Board. Seconded by Councilmember Demby. Motion passed.
- 18. Discussion and appropriate action approving a Contract with Galveston County Sherriff's Office for Municipal Prisoner Services. (Wilmon Smith, Chief of Police)**
 Chief of Police Smith presented to Council a contract with Galveston County Sheriff's office for Municipal Prisoner Services to hold prisoners for \$94.07 p/day per prisoner. Councilmember Demby made a motion to approve the contract. Seconded by Councilmember Tuck. Motion passed.
- 19. Discussion and appropriate action approving an Order calling for a General Election to be held by the City of Hitchcock on Saturday May 4, 2024, for the purpose of electing two Council Members, one for District 3 and one for District 4. (Debbie C. Nesbitt, City**

Secretary)

City Secretary Nesbitt presented to Council for approval an Order to call and ordering the May 2024 General Election. Councilmember Demby made the motion to approve the order for the May 2024 election. Seconded by Councilmember Tuck. Motion passed.

20. Discussion and appropriate action approving a contract with Galveston County Election Administration to hold the May 2024 General Election and authorizing the City Secretary to sign the agreement. (Debbie C. Nesbitt, City Secretary)

City Secretary Nesbitt presented to Council for approval a contract with Galveston County Elections to hold the May 2024 General Election. Councilmember Perkins made a motion to approve the contract. Seconded by Councilmember Demby. Motion passed.

21. Discussion and appropriate action approving a Joint Election Agreement with the Hitchcock Independent School District (ISD). (Debbie C. Nesbitt, City Secretary)

City Secretary Nesbitt presented to Council for approval of a Joint Election Agreement with HISD for the May 2024 election. Councilmember Tuck made the motion to approve the Joint Agreement. Seconded by Councilmember Demby. Motion passed.

EXECUTIVE SESSION:

22. Executive Session: Adjournment to Executive Session Pursuant to Texas Government Code Section 551.071(1)(A) to consult with the City Attorney to seek his advice on contemplated litigation and settlements, and Section 551.074 deliberation regarding personnel matters.

None

23. Adjourn:

Mayor Christopher Armacost adjourned the meeting at 6:48 pm.



Christopher E. Armacost, Mayor

Attest:



Debbie C. Nesbitt, City Secretary