

**BUSINESS MINUTES
SEMINOLE CITY COUNCIL
MARCH 8, 2016**

The Business Meeting of Seminole City Council was held on Tuesday, March 8, 2016, at 6:00 p.m., in City Hall, City Council Chambers, 9199 - 113th Street North, Seminole, Florida.

Mayor Waters called the meeting to order at 6:00 p.m.

Councilor Barnhorn provided the invocation and the Pledge of Allegiance.

ROLL CALL:

Present were: Mayor Leslie Waters, Vice-Mayor Jim Quinn, Councilor Thom Barnhorn, Councilor Chris Burke, Councilor Roger Edelman, Councilor Bob Matthews, Councilor Trish Springer, City Manager Ann Toney-Deal, City Attorney Jay Daigneault and City Clerk Patty Beliveau.

INTRODUCTIONS AND PRESENTATIONS:

- City of Seminole ISO Public Protection Classification
Councilor Springer congratulated Chief Burford and the Fire Department for receiving a Class One Rating from the Insurance Services Office (ISO). The Seminole Fire Department is the 178th organization in the country to receive the honor and be designated as a Class One organization.
- Mike Carter, Eagle Scout
Mayor Waters congratulated Mike Carter, a Seminole High School student, for his accomplishments that lead him to receive his Eagle Scout badge.
- Bauder Elementary School Grant
Mayor Waters presented Bauder Elementary School, Family & Community Liaison Patty Gaston, with a \$250 Grant.
- Seminole Elementary School Grant
Mayor Waters presented Seminole Elementary School Principal Diane Cato with a \$250 Grant.
- Dr. Bina Nayak, Ph.D., Water Research Project Manager for Pinellas County Utilities and Mr. Pick Talley, Assistant County Administrator
Mr. Talley explained the water quality for the City and County. He distributed a Compliance Summary sheet on the Lead and Copper Monitoring Program. He further explained that adding phosphate to the system would help form a coating in

the pipelines that would prevent water from interacting with the noted metals. Dr. Nayak explained the analysis and water proficiency testing that is done in the Pinellas County lab.

1. PUBLIC COMMENTS:

None

2. APPROVAL OF MINUTES – MEETING MINUTES OF FEBRUARY 23, 2016.

Motion made by Councilor Burke seconded by Vice Mayor Quinn to approve Business Meeting Minutes of February 23, 2016.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES – WORKSHOP MEETING MINUTES OF FEBRUARY 23, 2016.

Motion made by Councilor Edelman seconded by Councilor Burke to approve Workshop Meeting Minutes of February 23, 2016.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

3. CONSIDER THE APPOINTMENT OF JAMES CLARKSON TO THE DEVELOPMENT REVIEW BOARD.

Mayor Waters noted agenda items 3, 4 and 5 are appointments to the Development Review Board and recognized City Manager Toney-Deal to explain. City Manager Toney-Deal explained that the Development Review Board currently has three vacancies, two full member vacancies and one alternate vacancy. She further explained, during a Workshop meeting, Council reviewed several applications and résumés and recommended the appointment of Mr. Clarkson, Ms. Gerretz as regular members and Mr. Jacques as the alternate member. Staff is recommending Council’s approval of the candidates.

Motion made by Vice Mayor Quinn seconded by Councilor Springer to appoint Mr. James Clarkson to the Developmental Review Board.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

4. CONSIDER THE APPOINTMENT OF TIA GERRETZ TO THE DEVELOPMENT REVIEW BOARD.

Motion made by Councilor Barnhorn seconded by Councilor Burke to appoint Ms. Tia Gerretz to the Developmental Review Board for a one (1) year term to expire on March 31, 2017.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

5. CONSIDER THE APPOINTMENT OF BERNY JACQUES AS AN ALTERNATE DEVELOPMENT REVIEW BOARD MEMBER.

Motion made by Councilor Springer seconded by Councilor Edelman to appoint Mr. Berny Jacques as the alternate member to the Developmental Review Board for a two (2) year term to expire on March 31, 2018. Mr. Jacques was present at the meeting.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

6. CONSIDER APPROVAL AND AUTHORIZE THE CITY MANAGER TO EXPEND CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS IN THE AMOUNT OF \$34,578 FOR DESIGN ENGINEERING SERVICES FOR PHASE I OF THE WATERFRONT PARK, AND DISCUSS WATERFRONT MASTER PLAN.

Mayor Waters recognized City Manager Toney-Deal to explain. City Manager Toney-Deal explained after some research, Staff realized that the Waterfront Master Plan which was presented to Council at a previous Workshop was never forwarded to Council for adoption during a Regular Business Meeting.

City Manager Toney-Deal distributed a revised Master Plan Concept sheet, which included a Veterans Ring of Honor and Event Grounds area on the premises. The Veterans Ring of Honor will display a flag for each branch of the military service and be an area to honor our veterans. She further explained that she had a conversation with Governor Scott's office and provided them documentation of the City's support and partnership with Veteran's organization i.e. Seminole American Legion and programs such as the City's Red, White and Blue initiative. She noted the initial Grant was for \$200,000 with a \$200,000 match. The Grant in the State currently under consideration is \$100,000.

Councilor Matthews inquired about the limitless playground and the dollar value. City Manager Toney-Deal noted Director Gunter is working on the limitless playground and will provide Council with an update.

Motion made by Vice Mayor Quinn seconded by Councilor Matthews to adopt the Waterfront Master Plan as presented.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

Motion made by Councilor Burke seconded by Councilor Barnhorn to authorize the City Manager to expend CIP funding in the amount of \$34,578 for Advanced Engineering & Design, Inc. to provide design services, permitting services, bidding services and construction administration for Phase I of the Waterfront Park Project.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

7. CONSIDER APPROVAL AND AUTHORIZE THE CITY MANAGER TO EXPEND CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS IN THE AMOUNT OF \$6,700 FOR FURNITURE FOR THE DIGITAL ARTS STUDIO.

Mayor Waters recognized City Manager Toney-Deal to explain. City Manager Toney-Deal explained the request is to purchase furniture for the Digital Arts Studio. The funds will be drawn from the Recreation CIP funds for the furniture and Staff is recommending Council approval to expend CIP funds.

Motion made by Vice Mayor Quinn seconded by Councilor Matthews to authorize the City Manager to expend CIP funds not to exceed \$6,700 to purchase furniture for the City's Digital Arts Studio.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

8. AUTHORIZE THE CITY MANAGER TO EXECUTE "P-CARD" AGREEMENT WITH BANK OF AMERICA.

Mayor Waters recognized City Manager Toney-Deal to explain. City Manager Toney-Deal explained that in April 2016 the City will begin using P-Cards which will replace the Visa cards currently being used. Federal Regulation will no longer allow the City to use credit cards as of April 15, 2016, and the P-Card meets all the regulation requirements. Designated employee names will be printed on the P-Card versus the name "City of Seminole." The Finance Department and/or the Department Heads will have the ability to set a dollar limit on each of the P-Cards and designate purchases from specific vendors if desired.

By using the P-Card, the City will receive a 1.1% rebate for all expenditures, which will be deposited in the General Fund. The City is able to piggy-back on the contract between Hillsborough County and Bank of America for this service and Staff is requesting Council approval.

Motion made by Councilor Springer seconded by Councilor Burke to authorize the City Manager to execute Hillsborough County Procurement Card Program Linking Authorization Contract RFP No. S-0001-09(JSW) P-Card Agreement with Bank of America.

City Manager Toney-Deal responded to Councilor Edelman noting that the revenue from the P-Card usage will go into the General Fund and would be a line item in the Revenue Budget.

ALL IN FAVOR. MOTION TO APPROVE CARRIED UNANIMOUSLY.

9. CITY COUNCIL REPORTS:

Councilor Springer explained the National Mayor's Fitness Challenge program.

Vice Mayor Quinn attended a luncheon at Freedom Square for "Freedom Spirit of Florida," the Fire Department ISO Class Rating presentation at Fire Station 29 and the Sheriff's Advisory Board meeting.

Councilor Burke mentioned the upcoming Pow Wow event, the Largo Central Park "Veteran's Honor" setup and the canned goods drive for the Food Pantry.

Councilor Edelman congratulated Fire Chief Burford and the Fire Department on achieving the ISO Class One Rating.

Councilor Barnhorn attended a luncheon at Freedom Square for "Freedom Spirit of Florida," and the Seminole Fire Department ISO Class Rating presentation.

Councilor Matthews stated the ISO documentation has always been available; however, the City has never had the staff available to do the necessary documentation. He recapped the City's mission statement.

Mayor Waters noted she had no report.

10. CITY MANAGER REPORT:

City Manager Toney-Deal distributed a sign-up sheet for those Council members wishing to participate in the Mayor's Fitness Challenge program. Council should see Recreation Director Becky Gunter for further details.

- Community Policing

Deputy Festa explained Community Development Director Mark Ely was presented a Pinellas County Sheriff Service Award. He also advised that the Sheriff's Department has uncovered card skimmers in the Pinellas County area. He will be on duty at the Pow Wow Parade and the Seminole Stampede.

- Update on Seminole City Center

Beall's picked up its CO (Certificate of Occupancy) on Monday and plan to open on April

1, 2016. The developer is in the process of completing landscaping, minor curbing work and striping on 80th before the road is open.

Councilor Edelman stated that he spoke to Ms. Dale Johnson regarding Sports Authority and they still plan on opening a store at the Seminole City Center location.

- American Legion “Honoring the Best of Seminole” Award Presentation (3/19)
On March 19th American Legion Post 252 will be hosting the “Honoring the Best of Seminole” event at Seminole City Park.
- Project/Program Updates
City Manager Toney-Deal distributed a City-wide project data sheet with estimated completion dates. She plans to update Council on a quarterly basis.
- 2015 Fire Pension Report
Discussed the Quarterly Fire Pension Report for the quarter ended December 31, 2015.

City Manager Toney-Deal distributed the Pow Wow Parade protocol sheet. Council will need to arrive no later than 9:15 a.m. at the St. Petersburg College back parking lot area.

She stated Council received a copy of a memorandum from City Attorney Daigneault. She explained that she has discussed with the City Attorney and met with Staff and they are working on some recommended changes to the Employee Policy and Procedure Manual.

11. OLD BUSINESS:

Councilor Edelman noted each Council Member received a memorandum from City Attorney Daigneault and asked if the City Attorney had any additional comments. City Attorney Daigneault indicated he did not have any comments. City Manager Toney-Deal explained the Policy and Procedure Manual is being reviewed and recommended changes will be brought forth for Council approval.

12. NEW BUSINESS:

Vice Mayor Quinn attended the Habitat for Humanity event and noted this was the 350th Habitat home built in Pinellas County.

Councilor Burke inquired since Ms. Bellmore is no longer employed with the City and was the first “Frank Edmunds Public Policy Management Associate” recipient, will the position be back filled. City Manager Toney-Deal explained the City will let that position expire until another graduating student is recruited from the St. Petersburg College graduating body. The goal is to provide the opportunity for a one year internship for each graduating class.

13. CONSIDER A MOTION FOR ADJOURNMENT:

Motion made by Councilor Edelman to adjourn the meeting at 7:36 p.m.

Date Approved: *March 22, 2016*

Patricia Beliveau

Minutes prepared by City Clerk

Patricia Beliveau

Leslie Waters

Leslie Waters, Mayor