

## COMMISSION MEETING MINUTES

April 16<sup>th</sup>, 2019

7:30 P.M.

### PRESENT:

**Mayor:** Mark Anderson  
**Mayor Pro Tempore:** Elayne Bassinger  
**Commissioners:** James Markley  
Sarah Schrader  
Eric Stallworth

**City Attorney:** Gerald T. Buhr

**City Clerk:** Rick Alley  
**Water Clerk:** Will Plazewski

**Minutes Prepared By:** Marissa Morales

**OPENING CEREMONIES:** Mayor Anderson led the invocation and the Pledge of Allegiance.

1. **CONSENT AGENDA (00:01:08):** Includes minutes for the March Commission Meeting and March 28<sup>th</sup> Special Meeting; General Fund and Water Fund disbursements for March 2019.

### DISBURSEMENTS AND DEPOSITS:

<i><b>March 2019</b></i>	<u>Disbursements</u>	<u>Deposits</u>
General Fund	\$ 64,740.54	\$ 55,422.64
Water Fund	\$ 29,406.30	\$ 23,520.55

Commissioner Schrader and Mayor Anderson acknowledged a correction needed on a voting record for Ordinance 02-2019 in the March 19<sup>th</sup> Commission Meeting Minutes.

### MOTION: ACCEPT THE CONSENT AGENDA

**MADE BY:** Commissioner Markley

**SECOND:** Commissioner Bassinger

**VOTE:** Motion passed unanimously

2. **PUBLIC COMMENT (00:02:47): NONE**

3. **MAYOR'S REPORT (00:03:32)**

- A. Proposals from Waste Connections, Republic Services, and Waste Pros were received in response to the City's RFP for waste collection services. The commissioners would review the proposals and compare prices for services before deciding at the May meeting.
- B. Price options for short term disability insurance for City employees were presented, including a 3 month and 6 month benefit period paying 60% of an employee's salary. City staff expressed a preference for the 6 month benefit with a 14 day waiting period. The

approved benefits would go in effect at the beginning of the new fiscal year and would be adopted by resolution to be included in the employee handbook.

**RESOLUTION NO. 03-2019**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SAN ANTONIO, FLORIDA APPROVING AMENDED EMPLOYEE MANUAL FOR THE CITY OF SAN ANTONIO, FLORIDA.**

**MOTION: ADOPT RESOLUTION NO. 03-2019 EFFECTIVE OCTOBER 1, 2019**

**MADE BY:** Commissioner Stallworth

**SECOND:** Commissioner Bassinger

1. Commissioner Markley felt there should be more analysis of how much PTO employees have allocated before making a final decision on how long the waiting period should be. The commission discussed possible employee use of PTO and comp time or taking unpaid leave before benefits took effect.

**ROLL CALL VOTE:**

Commissioner Bassinger	-	AYE
Commissioner Stallworth	-	AYE
Commissioner Schrader	-	AYE
Commissioner Markley	-	NAY
Mayor Anderson	-	AYE

- C. Adam Carnegie of Stantec Consulting estimated an update to the comprehensive plan would be provided in 30 days. Additional assistance would be sought from DEO to move the process forward, or from an alternative source recommended by Attorney Buhr.
  1. Frank Hill of Pennsylvania Avenue asked what time frame could be expected for his approval process once the update was accepted. City Planner Phil Waldron would be consulted to see if any parts of the process could begin without the comprehensive plan being finalized.

**MOTION: ALLOW THE MAYOR TO SPEND UP TO \$5,000 TO FOR A NEW CONTRACT IF STANTEC CANNOT COMPLETE THE COMPREHENSIVE PLAN UPDATE**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner Bassinger

**MOTION: AMEND THE MOTION TO INCLUDE APPROVAL FROM THE CITY ATTORNEY ON AN AGREEMENT WITH AN ALTERNATE ENTITY**

**MADE BY:** Commissioner Markley

**SECOND:** Commissioner Schrader

**AMENDMENT VOTE:** Motion passed unanimously.

**VOTE (AS AMENDED):** Motion passed unanimously.

**4. ATTORNEY'S REPORT (00:31:21): NONE**

**5. COMMISSIONER REPORTS**

**A. BUILDING AND ZONING – COMMISSIONER MARKLEY (00:31:33):**

1. Building permit activity for March was tallied at \$37,570.

2. Attorney Buhr reminded the commission of the 4 hour ethics course they were required to take. Online courses were available, and Attorney Buhr would be teaching one in Avon Park in May.

**B. PARKS AND RECREATION – COMMISSIONER BASSINGER (00:33:19):**

1. An Arbor Day celebration would take place on April 26<sup>th</sup> at 10:30 AM, including a brief presentation and a tree planting ceremony.
2. A Memorial Day ceremony would be held at City Hall on May 25<sup>th</sup> at 11:00 AM, followed by a picnic in City Park.
3. Two vehicle accidents took place at the creche in City Park and were filed with the City's insurance. New reflectors would be installed in the area. The creche would also be inspected for termites.
4. Public Works Director Israel Huron suggested hosting a City sponsored Easter egg hunt on April 20<sup>th</sup>. Volunteers would be available, with the only expenditures anticipated being candy and a bunny costume to also use for future events.

**MOTION: PURCHASE A BUNNY SUIT FOR USE AT THE EASTER EGG HUNT**

**MADE BY:** Commissioner Stallworth

**SECOND:** Commissioner Bassinger

- a. Commissioner Markley suggested the motion be amended, as there may be residents willing to donate funds for the City to host the event.

**MOTION: AMEND THE MOTION TO HOST A CITY SPONSORED EASTER EGG HUNT IN THE PARK**

**MADE BY:** Commissioner Markley

**SECOND:** Commissioner Schrader

**AMENDMENT VOTE:** Motion passed unanimously.

**VOTE (AS AMENDED):** Motion passed unanimously.

**C. STREETS – COMMISSIONER SCHRADER (00:46:13):**

1. An all-way stop would be installed at Michigan Avenue and Oak Street. Positive feedback had been received regarding the all way stop on Pompano Street.
2. Changing the parking on the south side of Pennsylvania Avenue from angled to parallel was recommended in the interest of public safety. 3 parking spaces would be lost, with 6 to 8 feet of roadway gained in the switch. 2 handicap spaces and a motorcycle only space would remain.

**MOTION: CHANGE THE PARKING TO PARALLEL PARKING ON THE SOUTH SIDE OF PENNSYLVANIA AVENUE**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner Stallworth

- a. Striping on the road was discussed. Staff was anticipated to be able to do the striping and maintain it until a decision could be made to upgrade to thermoplastic striping.
- b. Dick Gates of Pasco Road expressed thanks for the consideration of safety in making the switch.

**VOTE:** Motion passed unanimously.

3. Revised draft plans for Pompano Street had been received. A workshop with the Town of St. Leo would be scheduled.
4. An estimate for the electrical work on Meadow Lane was received from One Solutions Resource Group. The upgrades would be made install the new drainage pump.

**MOTION: ACCEPT THE BID FOR \$1,725 FOR MEADOW LANE UPGRADES**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner Bassinger

**VOTE:** Motion passed unanimously.

5. Mayor Anderson suggested the Public Works Department check some portions of Palm Street between Michigan Avenue and SR 52 that may need patching.

**D. WATERWORKS – COMMISSIONER STALLWORTH (01:02:49):**

1. Commissioner Stallworth addressed resident concerns regarding the City's proposed capacity fees and the study performed by Florida Rural Water Association. A workshop with a representative of FRWA, Daniel Magro of Aclus Engineering, and City Attorney Buhr would be organized to allow further review of the study and answer questions.
  - a. Attorney Buhr clarified that capacity fees were a type of impact fee. He explained the dual rational nexus test, requiring that fees be based on actual costs of increasing capacity, and that funds be set aside and not used for purposes other than expansion.
  - b. Recommendation was made for FRWA to review the report and make any corrections to the report and calculations, and have Daniel Magro verify the information.
  - c. Louis J. Rinaldi of Hartman Road addressed provisions in an ordinance that would add additional charges for existing utility customers. He clarified that he did not suggest another study be done, and that his submitted documents could be shared as a public record.
2. A \$65 raise for the meter reader's month wages was proposed, \$35 allocated for personal vehicle use and mileage, and \$30 for salary.
  - a. The expense of switching to radio read equipment and compatible meters was discussed for future consideration.

**MOTION: RAISE THE METER READER'S WAGES & ALLOWANCE BY \$780**

**MADE BY:** Commissioner Stallworth

**SECOND:** Commissioner Schrader

**VOTE:** Motion passed unanimously.

**6. CLERK'S REPORT (01:35:42):**

- A. A fixed asset inventory list was required by the State. Baggett & Reutimann provided a list of assets that would be reviewed and updated, with inventory audits to be performed on a regular basis.

**7. UNFINISHED BUSINESS (01:37:21): NONE**

**8. NEW BUSINESS (01:37:26):**

- A. Commissioner Markley discussed with Attorney Buhr the process for disposing of City property, with regards to the approval process of the City selling the decommissioned dump truck. The City's existing procurement policy was recommended to be reviewed by staff and the City attorney.

**9. ADDITIONAL COMMISSIONER COMMENTS (01:45:40): NONE**

**10. ANNOUNCEMENTS (01:45:44):**

- A. The MAP Meeting would be held at St. Leo University on May 2<sup>nd</sup>.
- B. The May Commission Meeting was moved to May 7<sup>th</sup> in order to swear in Commissioners Markley and Anderson, and to hold the organizational meeting.
- C. Commissioner Markley asked about the possibility of installing rumble strips in front of the Creche. Discussion included the roundabout proposed by FDOT at College Avenue and Pompano Street as a future solution.
- D. Mayor Anderson read a proclamation recognizing April 26<sup>th</sup> as Arbor Day in the City.

**11. ADJOURNMENT:** Meeting adjourned at 09:24 PM.

Respectfully submitted,

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Marissa Morales, Assistant to the City Clerk