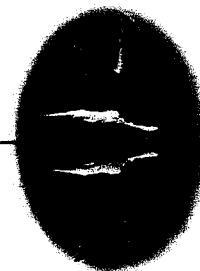


Town of Indian Shores

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TOWN COUNCIL MEETING

MINUTES - FEBRUARY 11, 2014

INDIAN SHORES TOWN COUNCIL MEETING CONVENED AT 6:00 p.m. Those present were Mayor Lawrence, Councilor Herndon, Councilor Sutch and Councilor Irelan.

Absent: Vice Mayor Smith

Also Present: Robert Metz, Attorney; Chief Williams; Major Hughes; Marcia Grantham, Town Clerk; Lisa Robinson, Director of Finance; Elaine Jackson; Bonnie Dhonau; Anne Miller; Mike Petrucci; Matt Towson; Pat and Barbara Soranno; Janet McKee; Jeannie Carlson, Reporter.

**** Mayor Lawrence announced that Vice Mayor Smith had an excused absence as he was attending a FSBPA Board of Directors' meeting.**

1.0 REGULAR COUNCIL MEETING

1.0 Consideration of approving Council Agenda for February 11, 2014.

Mayor Lawrence advised of a date correction for Item 12.0 on the Agenda, noting it should be April 1, 2014.

MOTION by Councilor Irelan – seconded by Councilor Herndon -- to approve Council Agenda for February 11, 2014 as published, subject to correcting date on Item 12.0. Motion carried 4-0.

2.0 Comments from the public on any Agenda item.

Mayor Lawrence called for comments, however there were none.

James J. Lawrence
Mayor

E.D. Williams
Chief of Police/
Administration

William F. Smith
Vice Mayor

Lisa G. Robinson
Director of Finance
and Personnel

Carole Irelan
Councilor

Marcia Grantham
Town Clerk

Steve Sutch
Councilor

Robert J. Metz, Jr.
Town Attorney

Joan G. Herndon-Parrott
Councilor

Steve Andrews
Building Official

3.0 Consideration of approving "CONSENT AGENDA", as follows:

A. MINUTES: Council - January 15, 2014
 Workshop - January 21, 2014

MOTION by Councilor Sutch -- seconded by Councilor Irelan -- to approve "CONSENT AGENDA" covering Minutes, as published. Motion carried 4-0.

B. RE-OCCURRING EXPENSES:

From 1/7/2014 thru 1/28/2014.

MOTION by Councilor Herndon -- seconded by Councilor Irelan -- to approve "CONSENT AGENDA" covering Re-Occurring Expenses, as published. Motion carried 4-0.

4.0 APPROVAL of Committee expenditures: NONE

5.0 CORRESPONDENCE: NONE

6.0 Town Attorney's Report. NONE

7.0 PROCLAMATION declaring the month of March 2014 as "IRISH AMERICAN HERITAGE MONTH".

Mayor Lawrence reported he has signed a Proclamation declaring the month of March as "Irish American Heritage Month".

8.0 Consideration of approving proposed recommendation from Chief Williams for Reorganizing, Filling Positions and Establishing Salary for Department Heads, as presented at Council Workshop on January 21, 2014.

Chief Williams reported this item was discussed at a Workshop meeting on 1/21/2014, wherein there was a consensus of Council whereby we could move forward with the job descriptions, and some being tweaked.

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Chief Williams stated his recommendations effective 4/1/2014, as follows:

Terry Hughes for Police Chief at an annual salary of \$79,848.00, which the Police budget can absorb with no impact.

Bonnie Dhonau for a new position/classification of Director of Community Services and Town Administration, to address his current duties, which include his expanded duties as set forth in Resolution 2-2012, at an entry level salary of \$60,577.00, and noted this is a stand-alone position without clerical support. Noted she will have direct oversight of Public Works.

Elaine Jackson for Town Clerk at an annual salary of \$56,392.00.

This recommendation leaves two positions vacant, one for Deputy Clerk and Public Works Skilled Worker/Senior Groundskeeper, and only position on which a decision will not be made until in the future will be for a Public Works Groundskeeper.

Chief Williams reported the Supervisor of Public Works and Deputy Clerk positions have been put out for applications to be filled, with the third position left open for a future decision by Bonnie Dhonau and the Public Works Supervisor, to either hire someone or use temps for the Groundskeeper position.

Mayor Lawrence stated that a lot would depend upon how the ad valorem revenue figure comes in.

Mayor Lawrence also stated that Vice Mayor Smith is not here, but at the Workshop meeting he did not express any concerns with the recommendation presented by Chief Williams.

MOTION by Councilor Herndon— seconded by Councilor Sutch — to approve recommendation from Chief Williams for Reorganizing, Filling Positions and Establishing Salary for Department Heads, as presented at Workshop meeting on January 21, 2014. Motion carried 4-0.

- 9.0 *Consideration of approving revised job descriptions for the following positions, as related to the Reorganization for Department Heads, and vacant positions, as follows: (1) Director of Community Services and Town Administration; (2) Town Clerk; (3) Admn.Asst./Deputy Town Clerk; (4) Public Works Supervisor; (5) Public Works Skilled Laborer/Senior Groundskeeper.*

Mayor Lawrence stated some of the duties in the job descriptions have been shifted around based on talents.

Chief Williams reviewed the job descriptions, as follows:

Director of Community Services and Administration:

Incorporates those duties set forth in Resolution 2-2012, with Staff authority over all employees, except Police Chief and Town Attorney, and #3 updated for spending limit to present amount, otherwise no changes in job description. A typo was noted on page 10, regarding the new title.

Town Clerk:

*A change due to difficulty in the Audit as there were no consistent Minutes taken at the Pension Board meeting, advising #15 reflects prepares **all** meeting agendas, minutes and packets to include Council, Committees, Ad hoc committees, Boards (i.e. Police Pension, PZB, Board of Adjustment, Code Enforcement Board), Police Union Negotiations and staff meetings; and #16 – prepares all meeting agendas, minutes and packets for any ancillary organizations or groups in support of the Mayor and/or Town Council. (i.e. BIG-C, Mayors' Council, etc.).*

Noted one change not made as Elaine does accounts payable and Marcia does payroll, and payroll was reassigned to Bonnie Dhonau, with Elaine continuing to do accounts payable, otherwise the rest is the same.

Deputy Clerk:

Assist Town Clerk with accounts payable.

Public Works Supervisor:

Reflects new duties and responsibilities with new building that Bonnie has been doing, and need to make sure that they can do all the duties, which were read in full.

MOTION by Councilor Herndon – seconded by Councilor Irelan -- to approve revised job descriptions, as published, for the following positions as related to the Reorganization for Department Heads, and vacant positions, as follows: (1) Director of Community Services and Town Administration; (2) Town Clerk; (3) Admn. Asst./Deputy Clerk; (4) Public Works Supervisor; (5) Public Works Skilled Laborer/Senior Groundskeeper. Motion carried 4-0.

10.0 *Consideration of approving proposed Contract from Interim Police Chief, Terry Hughes.*

Mayor Lawrence stated this is essentially the same Contract that Chief Williams has, except that because it is half-way through the year, approval for 18 months is being inserted into Contract.

MOTION by Councilor Sutch-- seconded by Councilor Irelan – to approve proposed Contract from Terry Hughes as Police Chief, for an eighteen (18) month period, until 9/20/2015, at an annual salary of \$79,848.00, with the position being eligible for COLA and Merit increase. Motion carried 4-0.

Major Terry Hughes thanked the Council for their support of him, stating he has some big shoes to fill, and will work hard to make the Town proud.

11.0 *Consideration of approving the hiring of Willis Knight, to fill the vacant Public Works Skilled Laborer/Senior Groundskeeper position, at an annual salary of \$28,238.00, effective February 17, 2014.*

Councilor Herndon stated he is a hard worker, always has a smile on his face and is cheerful. Councilor Sutch stated it was an excellent choice.

MOTION by Councilor Herndon – seconded by Councilor Sutch – to approve hiring of Willis Knight, to fill the vacant Public Works Skilled Laborer/Senior Groundskeeper position, at an annual salary of \$28,238.00, effective February 17, 2014. Motion carried 4-0.

12.0 *Consideration of approving the hiring of James Michael Bryan, as a Police Officer, at the entry level position of \$38,258.00, effective April 1, 2014.*

Terry Hughes, Interim Police Chief, reported due to the promotions for the re-organization of the Police Department that he is now short staffed in the patrol area, and presented his recommendation for hiring part-time Patrolman James Bryan.

MOTION by **Councilor Irelan** – seconded by **Councilor Sutch** – to approve request from Terry Hughes, Interim Police Chief, to hire James Michael Bryan, as a Police Officer, at the entry level position of \$38,258.00, effective April 1, 2014. **Motion carried 4-0.**

13.0 Consideration of request from Chief Williams to approve job offering for a part-time Building Official for the Town.

Mayor Lawrence stated this item is a little new to the Council.

Chief Williams reported he is still in negotiations with Town of Redington Shores, and was involved in a two hour meeting today regarding this matter.

Chief Williams further reported he was dealing with Quorum and Company, which he had discussed at the Workshop meeting on 1/21/2014, wherein he had received authorization to go to the meeting at Redington Shores, and Vice Mayor Smith had accompanied him.

Chief Williams advised it was considered to be a win-win for all covering inspection services for the Ashton Woods Waterside Project. He stated he left that meeting to work on that Agreement and he is still working on it today and would use Steve Andrews for construction plans review, and that was granted.

Chief Williams stated that he and Steve Andrews are not in agreement regarding the additional money, and wanted to look at other options, possibly still salvage, or go another way. Chief Williams reported meeting with Staff, and all concur that our Town needs its own Building Official on a part-time basis, and should be looking to the future for a qualified candidate.

Chief Williams stated that not all realize what a blessing Larry Nayman was.

Chief Williams also stated this effort was tried at a cost saving measure for both Town's.

Chief Williams reported he has prepared a job description for a part-time 30 hours a week Building Official, with pay at entry level mid-max and with benefits negotiable, advising he would like authorization to put the ad out and see what response is received.

Chief Williams further reported he would work on an Agreement with Town of Redington Shores to get through the remainder of the year with Steve Andrews providing Building Official services for the Town, to include the Ashton Woods project.

Chief Williams stated there may be a flat fee for all services, advising Council will have to approve the final proposal.

Mayor Lawrence stated he believes it is a good idea to test the market and see what is out there, and advised he was glad to see they are still negotiating, however he sees some pitfalls.

MOTION by **Councilor Herndon** – seconded by **Councilor Irelan** – to approve request from Chief Williams to publish proposed job offering for a part-time Building Official for the Town. **Motion carried 4-0.**

- 14.0 **Consideration of approving recommendation from Staff to expend remaining donated funds in the amount of \$1,200.00 for memorial for Larry Nayman, former Building Official, to be used as follows:**

Concrete Benches	2@ \$300.00/each +	\$ 600.00
Bronze Plaques	2@ \$95/each =	\$ 190.00
Memorial 8 X 8 Brick	1@ \$175/each =	\$ 175.00
Contribution to Community Room Plaque		<u>\$ 235.00</u>
		\$1,200.00

MOTION by **Councilor Irelan** – seconded by **Councilor Sutch** – to approve proposed recommendation from Staff to expend remaining donated funds in the amount of \$1,200.00, as presented. **Motion carried 4-0.**

- 15.0 **Report from Chief Williams regarding a member of the Town's Staff serving on an Advisory Committee for the Florida-Friendly Landscaping (FFL) in Pinellas County.**

Mayor Lawrence stated this was briefly addressed at the last meeting.

Chief Williams reported the approved member would be the new Public Works Supervisor, when hired, and advised he would check and see if meetings have started and would have someone in the Department attend.

It was a consensus of the Council to move forward with this recommendation.

16.0 Consideration of request from Liz Quinones, Zumba Instructor, to host two (2) Basic Line Dancing classes on Monday, 2/17/2014 and 2/24/2014 from 4:30 P.M. to 5:30 P.M.

Councilor Herndon stated this was a good idea and thought it would be great for residents.

Mayor Lawrence reported being upstairs one day during the Yoga class and there were about 40 participants, which is above the maximum recommended, and emphasized the need to enforce class limits, and requested Staff to send an e-mail to the instructors reminding them and to occasionally walk up and observe the class for number of persons.

MOTION by Councilor Herndon -- seconded by Councilor Sutch-- to approve request from Liz Quinones, Zumba Instructor, to host two (2) Basic Line Dancing classes on Monday, 2/17/2014 and 2/24/2014 from 4:30 P.M. to 5:30 P.M. Motion carried 4-0.

17.0 Consideration of approving Financial Statement for period ending January 31, 2014.

Lisa Robinson, Director of Finance, reported the spend rate is at 33 %, with actual at 48.4%, as a result of up front yearly contracts.

Director of Finance further reported Road & Bridge is behind 2 – 3 months, awaiting gas tax and shared revenue, with CIP payments going up due to completion of Pavilion and Playground Project, and noted \$960,000.00 in ad valorem taxes money has been received which equals 82.12% of budgeted amount.

MOTION by Councilor Irelan -- seconded by Councilor Sutch -- to accept Financial Statement for period ending January 31, 2014, and hold for audit. Motion carried 4-0.

18.0 Consideration of approving Police Activity Report covering the month of January 2014.

Chief Williams reported criminal reports and arrests were down, crashes were up, citations and warnings down, Ordinance violations down over last month, with calls for service up 187 over last month, maybe due to more visitors.

Major Hughes reported going to Mahuffer's to issue a ticket on the RV parked there, however it was gone.

Major Hughes also reported on following up on an RV parked on Alvarez private property, which is not his and he wants it gone, so this matter will also be looked into.

MOTION by **Councilor Herndon** — seconded by **Councilor Irelan**— to approve Police Activity Report covering the month of January 2014, as published. **Motion carried 4-0.**

19.0 Chief Williams' Report.

Chief Williams reported on the following items:

- (1) **PAVILION:** Met with Dean Sumner, Certus, who advised roofer will be here today, knows they are on a time clock, noted 5 rain days, and reported it is all looking very good.
- (2) **BUS STOPS:** New decals were put up on the bus stops, and advised Willis Knight noted the paint is starting to deteriorate. **Mayor Lawrence** stated he had a good contact at PSTA and would make a phone call regarding the paint.
- (3) **GENERATOR:** Bonnie Dhonau was able to track down and contact the maintenance company regarding the unit. They were able to determine that a reverse wire came in from the factory incorrectly, and load caused it to backfire. A test has been run and it performed fine, and hopefully this is the solution to the problem.
- (4) **POLICE BUDGET:** Administrative & Finance Committee meeting scheduled for 2/18/2014 @ 3:00 P.M. to review the proposed Police Budget for FY 2014/2015.

**** Mayor Lawrence** welcomed candidates Mike Petruccelli and Pat Sorrano, noting that candidate Diantha Schear is on a cruise.

20.0 Comments from the public on any subject.

- (1) **Mike Petruccelli** asked everyone to observe a moment of silence for an Orange County Deputy who was shot and killed.

(2) **Matt Towson, resident**, advised everyone that Jim Schnur, acclaimed author and historian will be the speaker on Saturday, March 8, 2014 at 12 Noon, at the Indian Rocks Historical Museum, with a potluck luncheon, and will present a "historical drive" up Gulf Boulevard, and relate the colorful stories of their settlement.

(3) **Bob Brotherton, Town Engineer**, reported he had been contacted by the Earth Box Company and advised they wanted to use the Town's design elements used in our Community Garden all over the United States.

21.0 Mayor's and Council Members comments on any subject.

Councilor Irelan reported the ISPOA "Happy Hour" would be held on 2/12/2014 at 5:30 P.M. at Jimmy Iguana's. She also reported the Library would hold another Read and Feed on 2/20/2014 at 6:00 P.M., featuring the book "the Heart Mender, and the Women's Club Fashion Show would be on 3/8/2014 at 11:30 A.M, presenting Patchington clothes and the cost is \$30.00.

Councilor Sutch reported the Coastal Clean-Up event is usually held the third Saturday in March, however the date this year has been changed to 3/1/2014 from 8 AM to 11 AM, and he hopes to see a lot of volunteers, as last year they had 51.

Councilor Herndon reported that long-time resident Perry Keane passed away recently and the service would be held on 2/15/2014 at Freedom Square in Seminole.

Vice Mayor Smith was absent from the meeting due to attending a FSBPA Board of Directors' meeting.

Mayor Lawrence reported the following:

- (1) Administrative & Finance Committee meeting on 2/18/2014 @ 3 PM.*
- (2) Workshop meeting on 2/18/2014 @ 4 PM – Re: Street Art*
- (3) Candidates Night – 2/25/2014 @ 7 PM.*
- (4) A Resolution supporting Pinellas “Greenlight Plan” was deferred in order to provide the organization “No Tax For Tracks” an opportunity to give a presentation as well as PSTA to also present information. This will be done at a future Workshop, as there is plenty of time prior to the November election date for this referendum.*

Mayor Lawrence congratulated Elaine Jackson and Bonnie Dhonau on their promotions, as they are much deserved, stating there are lots of changes in the Police Department also, and he is looking forward to working with Terry Hughes.

INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING adjourned at 7:26 P.M.

Marcia Grantham
MARCIA GRANTHAM, CMC
Town Clerk