

Town of Indian Shores

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TOWN COUNCIL MEETING

MINUTES - FEBRUARY 12, 2013

INDIAN SHORES TOWN COUNCIL MEETING convened at 6:00 P.M. Those present were Mayor Lawrence, Vice Mayor Herndon, Councilor Sutch and Councilor Irelan.

Absent: Councilor Smith

Also Present: Chief Williams; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Charlie Parrott; Anne Miller; Larry and Diantha Schear; Matt Towson; Jeannie Carlson, Reporter.

1.0 REGULAR COUNCIL MEETING

Begins at 6:00 P.M.

Mayor Lawrence reported that Councilor Smith was not present as he was traveling to attend a FSBPA Board of Directors meeting early on 2/13/2013.

1.1 **Consideration of approving Council Agenda for February 12, 2013.**

MOTION by Councilor Sutch -- seconded by Councilor Irelan -- to approve Council Agenda for February 12, 2013, as published. Motion carried 4-0.

1.2 **Consideration of approving "CONSENT AGENDA", as follows:**

A. <u>MINUTES:</u>	Council	-	1/8/2013
	Workshop	-	1/22/2013

MOTION by Councilor Irelan -- seconded by Vice Mayor Herndon -- to approve "Consent Agenda" covering Council Minutes of 1/8/2013 and Workshop Minutes of 1/22/2013, as published. Motion carried 4-0.

James J. Lawrence
Mayor

Joan G. Herndon
Vice Mayor

Carole Irelan
Councilor

Steve Sutch
Councilor

William F. Smith
Councilor

E.D. Williams
Town Administrator
Chief of Police

Mary Karayianes
Director of Finance
and Personnel

Marcia Grantham
Town Clerk

James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

B. RE-OCCURRING EXPENSES: (Resolution 7-2008)

From 1/2/2013 thru 1/29/2013.

MOTION by Vice Mayor Herndon -- seconded by Councilor Sutch -- to approve "Re-Occurring Expenses", as published. Motion carried 4-0.

1.3 *APPROVAL of Committee expenditures: NONE*

1.4 *CORRESPONDENCE: NONE*

1.5 *Town Attorney's Report. NONE*

1.6 **PUBLIC HEARING:** *First Reading of proposed ORDINANCE 2013-1, amending Chapter 2 – Administration, Article IV. Finance Sec. 2-136, to revise the limits of Town Committees to expend funds without full Council approval.*

Attorney Yacavone conducted the First Reading of proposed Ordinance 2013-1, by reading the title in full.

Mary Karayianes, Director of Finance, reported it was pretty straight forward with authorized Committees going from \$2,500.00 to \$5,000.00; Chairpersons from \$1,000.00 to \$2,500.00; Absence of Committee quorum Mayor authorized from \$2,500.00 to \$5,000.00; and Department Heads from \$500.00 to \$1,000.00

Mayor Lawrence reported speaking with a few of the Mayors at a BIG-C meeting and these figures are in line with other small cities.

Mayor Lawrence stated this is a public hearing and called for comments from the audience, however there were none.

MOTION by Councilor Sutch -- seconded by Councilor Ireland -- to approve First Reading of proposed Ordinance 2013-1, by title only. Motion carried 4-0.

1.7 *Consideration of approving proposed changes to the Town's Purchase Order Procedures, relative to authority approval and increase in limits.*

Mary Karayianes, Director of Finance, reported the proposed changes would save on Staff time and move projects forward at a faster pace, advising competitive purchase proposals cost would go from \$1,000.00 to \$5,000.00, but not more than \$25,000.00; and competitive sealed bids will go from \$7,500.00 to \$25,001.00 or more, and may also waive sealed bid requirement for any governmental contract price.

Mayor Lawrence advised this item had previously been discussed at a Workshop meeting.

MOTION by **Vice Mayor Herndon** – seconded by **Councilor Sutch** – to approve changes in the Town's Purchase Order Procedures, relative to authority approval and increase in limits, as proposed. **Motion carried 4-0.**

1.8 Consideration of approving rendering of proposed Pavilion, and park area encompassing the tennis court and playground area.

Mayor Lawrence reported Steve Vinci, Architect, had submitted a preliminary rendering from information furnished to him by Chief Williams.

Mayor Lawrence briefly reviewed the diagram noting bathrooms, walk-thru kitchen with door on South side and recommending one on East side as well advising all under a roof about the same size as the present Pavilion, and pointed out the fire pit, flag pole and paver circle.

Chief Williams reported it is a little over 1,600 sq. ft., noting he requested the size coincide with size of construction material.

Mayor Lawrence advised at this point Chief Williams is asking the Council to consider approving the proposed rendering for the new Pavilion.

Chief Williams reported he would recommend the tennis court remain in the present location, and possibly re-locate the playground area under the trees, if conceivable. He also noted the alignment of the Pavilion may change with regard to the South stairwell of the building, if it encroaches on the dedicated site.

It was a consensus of the Council members to approve the proposed rendering submitted for the Town's new Pavilion.

1.9 Consideration of approving Agreement with Bob Brotherton, Engineer, to provide site plan review for the Town.

Mayor Lawrence asked if this Agreement is an extension of Mr. Brotherton's present Agreement, and Chief Williams stated it was not an extension.

Chief Williams reported funds had been set aside for site plan review, and had put on an hourly basis for the last two site plans, with a cap of \$1,000.00, however it looked like it would go over that amount, and this would provide a level of income for Mr. Brotherton and the Town could anticipate our expenses, with a 30 day escape clause.

MOTION by Vice Mayor Herndon -- seconded by Councilor Sutch -- to approve Agreement with Bob Brotherton, Architect, for a minimum monthly payment of \$500.00 and a maximum of \$1,000.00 a month for review of site plans. Motion carried 4-0.

1.10 Consideration of approving renewal of Tiki Parking Lot Agreement with Pinellas County.

Chief Williams the terms of the Agreement remain the same.

MOTION by Councilor Sutch -- seconded by Councilor Irelan -- to approve renewal of the Town's Tiki Parking Lot Agreement with Pinellas County. Motion carried 4-0.

1.11 Consideration of approving a Contract with Facility Dude, covering a software package that will provide for efficient and effective facilities management in the amount of \$1,336.00, effective 2/1/2014.

Mayor Lawrence reported this is a proposed Maintenance Management Program.

Chief Williams reported this is by Johnson Controls and they are targeting small towns. He further reported that Bonnie Dhonau has called the City of Dunellon and they are very happy with this program.

Chief Williams explained it is for preventive maintenance, as it tracks maintenance required, places in categories, and would also include tracking the grant for paperwork on the Nature Park, and appears to be a good program.

Councilor Irelan questioned how labor intensive it was, and the Chief stated it was easy to follow, noting the first year it is free, and the cost will be \$1,336.00 effective 2/1/2014.

MOTION by Councilor Sutch -- seconded by Vice Mayor Herndon -- to approve Agenda Item 1.11, as proposed. Motion carried 4-0.

1.12 Consideration of approving appointment of Don Vinel to serve on the Town's Police Pension Board.

Mayor Lawrence reported that Mr. Vinel's resume was outstanding and he would be an asset to the Board, noting this is the fifth member which the Board approves.

MOTION by Councilor Irelan -- seconded by Councilor Sutch -- to approve the appointment of Don Vinel to serve on the Town's Police Pension Board, noting he replaces Mr. Al Noto. Motion carried 4-0.

1.13 Consideration of accepting a donation of \$200.00 from Island Marine, 20045 Gulf Boulevard, to be used by the Police Department for the purchase of 500 imprinted Magnets.

MOTION by Councilor Sutch -- seconded by Vice Mayor Herndon -- to accept donation of \$200.00 from Island Marine, 20045 Gulf Boulevard, to be used by the Police Department for the purchase of 500 imprinted Magnets. Motion carried 4-0.

1.14 Consideration of accepting a donation of landscaping installed on Town property by Salt Rock Grill Restaurant.

Mayor Lawrence asked if everyone had noticed all the nice landscaping recently installed by Salt Rock Grill Restaurant, noting that some of the areas infringe on Town property, however Mr. Chivas made them all look the same as a donation to the Town.

Mayor Lawrence reported the Town has not yet received an exact amount, but will be receiving a letter on the exact dollar amount.

MOTION by Vice Mayor Herndon -- seconded by Councilor Sutch -- to approve the donation of landscaping on Town property from Mr. Chivas at Salt Rock Grill Restaurant, with a letter to follow advising of the exact dollar amount. Motion carried 4-0.

1.15 Consideration of the Town adopting a policy regarding Service Dogs only in the Municipal Center.

Mayor Lawrence reported this item had been discussed earlier with no definitive decision, and advised Chief Williams was concerned from a safety standpoint.

Chief Williams recommended the signs read " Service Dogs Only During Business Hours", advising he felt the Town should standardize with other government buildings.

MOTION by Councilor Irelan -- seconded by Councilor Sutch -- to approve the Town adopt a policy wherein Service Dogs only will be allowed in the Municipal Center during business hours, with the appropriate signage to be placed accordingly. Motion carried 4 - 0.

1.16 Consideration of purchasing ice machine.

Chief Williams reported that when he picked up the warming oven he looked at two (2) ice machines, one 220 and the other 110, both stainless steel which produce 500 pounds of ice in 24 hours, and recommended purchasing for \$2,500.00.

MOTION by Councilor Irelan -- seconded by Councilor Sutch -- to approve purchase of an ice machine in the amount of \$2,500.00. Motion carried 4-0.

1.17 Consideration of approving Financial Statement for the period ending January 31, 2013.

Mary Karayianes, Director of Finance, reported General Fund is in a good position, with revenue received to date at 47.3% of budgeted revenue. Total revenue to date is \$1,291,984.00, and \$896,000.00 of that is tax money received and represents about 80% of tax collections.

The Director of Finance also reported Road and Bridge are accrual accounts, therefore revenue is down due to debt payments, with CIP at \$110,000.00 positive, and noted the balances for Beautification and Education Funds were reflected at the bottom of report.

MOTION by Councilor Sutch -- seconded by Councilor Irelan -- to approve Financial Statement for the period ending January 31, 2013, and hold for audit. Motion carried 4-0.

1.18 Consideration of approving the Police Activity Report covering the month of January 2013.

Chief Williams reported marginal difference in Criminal reports, significant increase in citations and traffic warnings, a few DUI's in last two weeks, calls for service generally down over last year, noting several deaths lately.

MOTION by **Vice Mayor Herndon** -- seconded by **Councilor Sutch** -- to approve Police Activity Report covering the month of January 2013, as published. **Motion carried 4-0.**

1.19 Chief Williams' Report.

(1) **Request to use Recreation Room:** Contacted by Pinellas County Water and Navigation to locate a facility to hold a public hearing on Manatees for two (2) nights from 6 – 9 P.M., about 50 persons, possibly 25-26 February or 7-8 March 2013.

Discussion followed and all Councilors agreed on approval of the concept, noting there was a Fashion Show scheduled for 3/9/2013 to take into consideration when firming up a date.

(2) **New Police Vehicle:** Police vehicle is in and in process of being fine tuned, noting two other vehicles had been traded.

(3) **Pavilion Demo:** Advised of obtaining a ballpark figure from Howard Jimmy Demo Service of \$4,000.00 to demolish the Town's old Pavilion.

(4) **New Pavilion:** Will contact Steve Vinci, Architect, and request he prepare an estimated construction cost for the proposed new Pavilion, whereby plans can move forward.

(5) **Site Plan for Pinnacle project:** Revisions have been made to the preliminary site plan, and request for site plan approval has been scheduled by the PZB Committee on March 5, 2013 at 2:00 P.M., and is scheduled for Council consideration on March 12, 2013.

** **Fire Board Commissioner Schear** advised the set up with chairs on the 4th floor of the Municipal Center is 130 persons maximum.

Commissioner Schear reported at the last business meeting they discussed response time with the County Commission, wherein the County is trying to limit response time on non-critical calls, however the Department voted to continue a 4 ½ minute response time on calls.

1.20 Citizens' Comments on any subject.

- (1) Anne Miller, resident, reported ISPOA would hold "Happy Hour" tomorrow at Jimmy Guana's at 5:30 P.M.*
- (2) Diantha Schear, President, Women's Club, reported the Women's Club would hold their cruise on March 21, 2013 and the Fashion Show would be on March 9, 2013.*

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

Councilor Irelan reported the Art Gallery event would be held on 3/28/2013 at 5:30 P.M., noting Bonnie Dhonau had sent a preview of some of the paintings to be displayed.

Mayor Lawrence stated he felt it would be quite a function, advising that one of the artists painted a portrait of her husband's MG car, and her husband will display the kit car in front of the building that night, noting there will be wine and cheese appetizers.

Councilor Sutch reported Coastal Clean-Up would be held on March 16, 2013 and volunteers are needed, noting he and Councilor Irelan co-chair the event., and advised Tiki Park is still receiving County attention on clean-up.

Councilor Sutch reported on request from the Zumba instructor wanting to hold a fund raiser for MS on 3/6/2013, and Mayor Lawrence responded the Town needs a policy relative to fund raisers.

Councilor Sutch asked when the recreation class could again use Tuesdays, and stated his daughter was in a car accident and asked for everyone's prayers.

Vice Mayor Herndon stated she hoped the Town could resolve the fund raiser issue soon, as the event was scheduled soon.

Mayor Lawrence announced the City of Gulfport will be holding a ceremony on 2/23/2013 at 10:A.M. to dedicate the Mike Yates Recreation Center in honor of Mayor Yates who has served as the Mayor of Gulfport since 1991, and is retiring.

Mayor Lawrence reported the Library would hold a "Read and Feed" on March 5, 2013 at 5:30 P.M., featuring the book "10 Beach Road" by a local author who will be present at the event.

Mayor Lawrence further reported the list of vendors for this year's St. Patrick's Day Festival has topped last year's event, and he believes this will be quite an event for the Town, noting the music will be from 12 Noon to 3:00 P.M.

INDIAN SHORES TOWN COUNCIL MEETING adjourned at 7:10 P.M.


MARCIA GRANTHAM, CMC
Town Clerk