



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

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Tuesday, May 20, 2025

5:30 PM

Town Hall

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Meeting was called to order at 5:30 PM with Mayor Wilkinson presiding.

### PLEDGE OF ALLEGIANCE

### COMMISSIONER ROLL CALL

**Present:** 4 - Mayor Michael Wilkinson  
Commissioner Patricia Barris  
Commissioner Thomas Kelly  
Commissioner Todd Jennings

**Excused:** 1 - Deputy Mayor Tom Shelly

### PROCLAMATIONS AND PRESENTATIONS

[25-0074](#)

Proclaiming National Police Week and Peace Officers' Memorial Day

Mayor Wilkinson requested Chief Doyle to introduce officers in attendance.

Rick Doyle-Chief of Police-introduced police officers; Captain Beery, Sergeant Daniels, Sergeant Maul, Officer Rudd, Officer Langlois.

Mayor Wilkinson read proclamation proclaiming National Police Week and Peace Officers' Memorial Day; thanked them for their dedication and commitment.

[25-0056](#)

2025 Public Works Week Proclamation

Ryan Womack-Public Works Superintendent-spoke highly of the public works team; introduced those in attendance, Wilfred Holmes, Mike Holmes, Tim Higgins, Christian Melnik, Mike King, Scott Meyer, Scott Emerich, Mitch Huston, and Office Coordinator Tena Khachab.

Mayor Wilkinson read proclamation for Public Works Week.

[25-0076](#)

Updates on Centennial Activities

Joey Vars-Historian and Archivist-spoke on Town Hall time capsule opening; three items recovered, 1964 Clearwater Sun newspaper, 1964 Belleair Town directory, 1962 edition of Belleair newsletter; capsule was completely water logged, however digital versions are available; spoke on updates to map; receiving historic marker from Pinellas County Historic Preservation Board, to be installed in the next 18 months.

Mayor Wilkinson thanked Mr. Vars and commended his social media posts.

**SCHEDULED PUBLIC HEARINGS**

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[25-0067](#)

First Reading of Ordinance 584 - Amending Chapter 2, Sec. 2-41 Remote Attendance

Jay Daigneault - Town Attorney - read Ordinance 584 into the record by title only.

Gay Lancaster-Town Manager- spoke on ordinance and ADA requirements.

No public comments to be heard.

**Commissioner Barris moved approval of Ordinance 584 on first reading. Seconded by Commissioner Jennings.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**Absent:** 1 - Deputy Mayor Shelly

[25-0068](#)

First Reading of Ordinance 585 - Amending Appendix B Fee Schedule, Parking Fines

Attorney Daigneault read Ordinance 585 into the record by title only.

Ms. Lancaster spoke on meeting with residents on the fingers; discussed challenges and solutions; consensus on having one side of the street parking; neighbors supportive of assisting each other during rebuild process; recommendation to increase parking fines that are not just applicable to this area, but have not been updated in years; recommendation to increase fines for overtime \$100, fire lane \$150, double parking \$100, no parking zone \$100, keys in ignition \$100, leaving motor running in an unattended vehicle \$100, parking in handicap without permit \$250, and to increase all other improper parking to \$100; this is staff's recommendation.

No public comments to be heard.

**Commissioner Barris moved to adopted Ordinance 585 on first reading. Seconded by Commissioner Kelly.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**Absent:** 1 - Deputy Mayor Shelly

**CITIZENS COMMENTS**

(Discussion of items not on the agenda. Each speaker will be allowed to speak once for a maximum of 3 minutes.)

None to be heard.

**CONSENT AGENDA**[25-0058](#)

2025 Stormwater Stewardship Month Proclamation

[25-0062](#)

2024 Annual Comprehensive Financial Report

[25-0073](#) Ratification of Peregrine Software Agreement

[25-0072](#) Resolution 2025-16 Authorized Signers for Town Accounts

[25-0075](#) Resolution 2025-17 Repealing Outdated Insurance Benefit

**Commissioner Jennings moved approval of the Consent Agenda. Seconded by Commissioner Barris.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

## **GENERAL AGENDA**

[25-0069](#) Resolution 2025-13 Appointing Finance Board Members

Attorney Daigneault read Resolution 2025-13 by title only.

Ms. Lancaster stated this renews terms and adds James McArthur as alternate,

**Commissioner Barris moved approval of the names that were read to be appointed to the Finance board. Seconded by Commissioner Kelly.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**Absent:** 1 - Deputy Mayor Shelly

[25-0070](#) Resolution 2025-14 Appointing Infrastructure Board Members

Attorney Daigneault read Resolution 2025-14 into record by title only.

Ms. Lancaster stated it provides for reappointment of Joe Oder and Doug Pace.

**Commissioner Kelly moved approval of Resolution 2025-14. Seconded by Commissioner Barris.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**Absent:** 1 - Deputy Mayor Shelly

[25-0071](#) Resolution 2025-15 Appointing Planning and Zoning Board Members

Attorney Daigneault read Resolution 2025-15 into record by title only.

Ms. Lancaster named individuals and terms.

**Commissioner Kelly moved approval of Resolution 2025-15 appointing members to the Planning and Zoning Board. Seconded by Commissioner Jennings.**

**Aye:** 4 - Mayor Wilkinson, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

**Absent:** 1 - Deputy Mayor Shelly

[25-0077](#) Budget FY 26 Update

Ms. Lancaster requested Andrew Laflin to come forward and to present materials provided to the Finance and Infrastructure board.

Andrew Laflin-Aclarian-spoke on PFM's overview of outstanding debt and financing considerations; reviewed Town's outstanding debt; spoke on existing annual general governmental debt service; spoke on capital program without borrowing, estimated project costs; spoke on capital program with borrowing, high priority projects are approximately \$28 million, Town can utilize State Revolving Fund (SRF) loan program for water, wastewater and stormwater portions; spoke on interest rates for SRF loans and grant loan requirements; provided an example of project funding sources, savings if able to go the SRF route.

Mayor Wilkinson questioned likelihood of receiving SRF loans; Mr. Laflin and Ms. Lancaster believe we would have a good chance.

Mr. Jennings questioned timeline once on the inclusion list; Mr. Laflin believes a few months.

Ms. Lancaster spoke on funds for repair of systems will be available.

Commissioner Kelly questioned timeline; Mr. Laflin believes it will be months not years process; Ms. Lancaster concurred it's not know for sure, but getting on the list as soon as possible.

Mr. Laflin continued presentation by discussing annual debt service comparison; grant funding preferable; if funded with debt, aggregate debt service number examples provided, reduces as old debt pays down; believes the four top projects are feasible; beyond would require additional review and funding; spoke on example impact on capital improvement program; initial strategy to execute; importance of looking at long-term impact.

Commissioner Kelly questioned a timeline for Barbara Circle project; Ms. Lancaster stated about a year for actual construction; Commissioner Kelly questioned phase II and III; Ms. Lancaster provided comment, recommendation is moving forward with phase III first with traffic diversion, should be complete within a year; Commissioner Kelly spoke on upcoming hurricane season, questioned how time frame with a bank loan could be obtained; Mr. Laflin addressed, stated more analysis would be needed based on timing of expenditures, line of credit could be a short term borrowing option, combination for loan and SRF. Commissioner Kelly spoke on moving forward as soon as possible and getting the loan options soon.

Ms. Lancaster stated there will be more finite information next month; Finance and Infrastructure boards voted to obtain financing for projects.

Commissioner Jennings would like to start phase III as soon as possible; not in favor of waiting to merge with phase II; spoke on knowing about and getting on the list for SRF.

Olga Swinson stated SRF can only be used for certain portions.

Mr. Laflin spoke on time sensitivity of projects and moving fast with application process of SRF as most prudent option.

Commissioner Jennings questioned starting as soon as possible without waiting on SRF; Ms. Lancaster stated financial advisor is looking at options now and should have recommendations next month; county is paying for a portion of sewer.

Mr. Laflin spoke on operational items that will be prepared for next month; new ERP is being implemented; staff submitting budget items; preliminary property tax values coming in.

**TOWN MANAGER'S REPORT**

Ms. Lancaster stated the claw truck donated by the Routh and J. O. Stone foundation has arrived; building permit update, 234 active 16 under review and 23 awaiting payment; thanked Ashley Bernal and Bryan Doyle for keeping department running and Maria who is the new tech; gym floor repairs complete and will be ready for summer camp; new trees in Pinellas Park, team looking into drainage infrastructure around Town; maintenance done in water system, pressure checks on fire hydrants.

**TOWN ATTORNEY'S REPORT**

Attorney Daigneault had nothing to report.

**MAYOR AND COMMISSIONERS' COMMENTS**

Commissioner Barris had nothing to report.

Commissioner Jennings had nothing to discuss.

Commissioner Kelly recognized and commended Nanette and her team for their work.

Mayor Wilkinson thanked the Police and Public Works Departments as well as entire staff for the work they do.

**OTHER BUSINESS**

No other business

**ADJOURNMENT**

No further business; meeting adjourned in due form at 6:25 PM.

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**TOWN CLERK****APPROVED:**

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**MAYOR**