



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Town Commission

Tuesday, August 13, 2024

6:00 PM

Town Hall

Meeting called to order at 6:00 PM with Mayor Wilkinson presiding.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present: 5 - Mayor Michael Wilkinson
Deputy Mayor Tom Shelly
Commissioner Patricia Barris
Commissioner Thomas Kelly
Commissioner Todd Jennings

PROCLAMATIONS AND PRESENTATION

[24-0136](#)

Potable Water Service Line Inventory - Information Session

Gay Lancaster-Town Manager-Allison Mauck is here from McKim & Creed; required by a federal mandate to identify all lines that are lead and copper; McKim & Creed are working to identify lines.

Allison Mauck-McKim & Creed-working with the Public Works department to identify materials; spoke on federal mandate; requirements to develop an inventory, resident input needed; link on website to complete a survey; scratch test to determine type of line; those with recent home inspections will have it in those documents; no lead to date has been found; available for questions.

Rick Diaz-resident-questioned reasoning for tests. Ms. Mauck stated purpose is to develop a service line inventory, a historical records review, and to physically inspect and to determine what is in the distribution system; remove and replace any materials that may be harmful to the public; no lead found to date.

Mr. Diaz questioned what happens after the testing. Ms. Lancaster stated it is an obligation to determine if there are any risks, if materials are identified, the Town must replace.

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.

[24-0122](#)

First Reading of Ordinance 574: Bluff Maintenance

Thomas Trask-Town Attorney-read Ordinance 574 into the record by title only.

Ms. Lancaster stated this is an officialization for the money received for equipment for maintaining the Bluff.

Deputy Mayor Shelly moved approval of Ordinance 574 on first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0149](#)

First Reading of Ordinance 576 Driveways and Access Points

Attorney Trask read Ordinance 576 into the record by title only.

Ms. Lancaster stated this is part of the clean-up of ordinances; acknowledges existence of circular drives.

Deputy Mayor Shelly moved approval of Ordinance 576 on first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0150](#)

First Reading of Ordinance 577 50% Substantial Improvement Rule

Attorney Trask read Ordinance 577 into record by title only.

Ms. Lancaster noted this removes the 5 year limitation; does not affect FEMA rating but provides for those who are affected by rule to improve homes and harden them.

Deputy Mayor Shelly moved approval of Ordinance 577 on first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0151](#)

First Reading of Ordinance 578 Fences and Fence Walls

Attorney Trask read Ordinance 578 into record by title only.

Ms. Lancaster stated this acknowledges the need to comply with visibility triangle.

Deputy Mayor Shelly moved approval of ordinance 578 for first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0152](#)

First Reading of Ordinance 579 Visibility Triangle

Attorney Trask read Ordinance 579 into record by title only.

Ms. Lancaster stated it sets forth measurements for the visibility triangle for ingress and egress at corners.

Deputy Mayor Shelly moved approval of Ordinance 579 on first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0153](#)

First Reading of Ordinance 580 Building Fees

Attorney Trask read Ordinance 580 into the record by title only.

Ms. Lancaster stated this is an effort to bring charges for fees into similar framework as surrounding cities; recognizes cost.

Deputy Mayor Shelly moved approval of Ordinance 580 on first reading. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

CITIZENS COMMENTS

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

Jeff-Shirley Ave. resident-spoke on construction in area, a few times there was no driveway access for several days; safety issues; requesting assistance with concerns with contractor.

Chris Bassett-Shirley Ave. resident-spoke on construction on Shirley; failure to provide driveway access; frustrations with construction company; concerned for resident safety; requests someone to speak with contractor.

Ms. Lancaster will follow up with residents and contractor.

CONSENT AGENDA

[24-0154](#)

Approval of July 9, 2024 Regular Meeting Minutes

[24-0126](#)

Pinellas County Sheriff Contract FY 24/25

Deputy Mayor Shelly moved approval of the Consent Agenda. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

GENERAL AGENDA

[24-0133](#)

Major Event Special Relief Permit Request - 2024 The Annika driven by Gainbridge at Pelican

Ms. Lancaster stated Ryan Dever with Outlyer is here to address tournament.

Ryan Dever-Outlyr-the Annika Driven by Gainbridge LPGA tournament to be held at Pelican; one of the highest purse prizes; spoke on prior champions; all veterans and active duty military will receive free tickets; children 17 and under are free with an adult; activities and fan experiences throughout week; excited to showcase Belleair for event.

Rick Diaz-resident-commended improvement of event over the years; appreciative for mitigation that has been done for residents on Golf View; spoke on golf carts and stop signs on sidewalks.

Diane Davis-resident-questioned if there is a variance available for residents to rent their home for short term rentals during tournament.

Attorney Trask spoke on prohibition of short term rental. Deputy Mayor Shelly spoke on inability to amend rental ordinance; unable to change without losing ability to regulate; Attorney Trask provided comments. Mayor Wilkinson stated he would not be in favor of touching it.

Deputy Mayor Shelly moved approval of the Major Event Special Relief Permit Request for the Annika driven by Gainbridge at the Pelican on first hearing. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0135](#)

Special Relief Permit Request - 2024 St. Paul's New Parent Social

Ms. Lancaster stated request was for one evening, and is at a private home for new parents at the St. Paul's school; on street parking.

Deputy Mayor Shelly moved approval of the special relief permit for St. Paul's new parents social. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0143](#)

FY2025 Budget Discussion: All Funds

Mayor Wilkinson noted that this is a discussion only tonight, budget hearings will be in September.

Ms. Lancaster spoke on February 2021 strategic plan, mission to be the best town to live in on the west coast of FL; Strategic Plan priorities are pavement quality, water supply, preservation and protection of the "Bluff" and infrastructure; budget is representative of those priorities; spoke on roads, medians, sidewalks, parks and showed photos of work to be done; a conservative view has been taken, transparency important; rate analyses done; attempted to meet concerns expressed; thanked representative Berfield for her help who is in attendance.

Amy Lockhart-Interim Finance Director-began presentation with the general fund; shortfall in general fund is due to future equipment replacement needs; unassigned fund balance is approximately \$2.4 million that is spendable, other balances have restrictions; provided information on budget year over year change; provided overview of each department's budget, noting changes in staffing and reorganization, contracts, operating expenses and equipment replacement fund shares; discussed special revenue funds, will identify dollars that may be able to be utilized for general fund expenditures; debt service fund will be approximately \$1 million for the next 10 yrs; equipment replacement fund was discussed noting items needing replaced in FY 25; requesting to increase balance in fund to be brought to 15% of equipment value.

Mayor Wilkinson questioned wastewater fund. Ms. Lockhart spoke on two possibilities to cover deficit, ARPA funding available; ability to move between some funds; wastewater fund is a pass through and no longer an enterprise fund, has a fund balance of approximately \$260,000, when closed, it will move to unassigned fund balance.

Ashley Bernal-Assistant to the Town Manager-discussed capital infrastructure; not much increase to revenue; spoke on upcoming projects and related expenditure; \$1 million to debt service; spoke on increases to construction costs; attempting to better project costs by reviewing CIP quarterly using FDOT data; provided future projection of fund, by end of FY 29, fund balance decreases to \$165,000; base needed for RO plant

construction, will have to float \$6-7 million.

Ms. Lockhart spoke on reimbursement process from the State for the plant; will need to float \$6-7 million.

Commissioner Kelly spoke on most likely needing a line of credit.

Ms. Bernal continued presentation; if projects are continued at projected rate, \$5 million additional will be needed each year.

24-0141

Solid Waste Rate Proposal

Ms. Lockhart stated currently an unbalanced budget in solid waste fund; increase to recycling contract, Pinellas County disposal fees, fuel increases; saving for an additional ASL truck; increases to personnel; staff is requesting a 5% increase to solid waste rates; approval of rates will balance budget but not increase fund balance.

Deputy Mayor Shelly questioned workers comp increase; Nanette Freeman-Human Resources Manager-spoke on increase to premiums due to rate changes.

Deputy Mayor Shelly moved approval of the proposed solid waste rate structure with required legal work. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

24-0147

Water Fund Rate Proposal

Ms. Lockhart stated the water budget is unbalanced by \$842,000; increases to Pinellas County wholesale rates by 5%, installation services to replace galvanized pipe, lead service line loan payment, increase to maintenance, creating a capital reserve, increase engineering costs, personnel; staff examined rate structure, explained methodology for water base calculation; current rate structure is 3 tiered for residential and 2 tiered for commercial; usage data examined for residential categories; 38% are paying at lowest rate, 82% of residential multi-family are paying lowest rate; seeking input of a 4 tier option for residential; recommending covering costs of purchase from the County; need guidance of how to move forward.

Ms. Lancaster noted that the finance board recommended the 4 tier structure; average using 12,000 gallons, more equitable to shift to 4 tier.

Greg Turman-Interim Director of Water Utilities-spoke on potable water usage for watering, no reclaimed system; addressed resident question of how watering usage is determined.

Consensus of the Commission to move to a 4 tier rate structure.

Deputy Mayor Shelly moved approval of the 4 tier water rate structure and for the legal work to be done to prepare the ordinance. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

Ms. Lockhart spoke on multi-family rate calculations; condos don't have individual meters; spoke on 2 tier commercial system, recommends staying with 2 tier; fund balance breakdown.

Ms. Lancaster stated open to any direction that they would like staff to take.

Commissioner Kelly spoke on moving any available funds to infrastructure fund; spoke on 9% increase to home values but homestead law effects; quality of service provided to the Town; citizen input is critical.

Ms. Lancaster stated proposal is a .49777 of a mil increase; seeking a savings for infrastructure.

Mayor Wilkinson spoke on challenge that ad valorem is over 60% of funds; raises to water and solid waste as well is difficult.

Commissioner Jennings spoke on increases to solid waste and water along with millage is unfavorable; upcoming school tax increase; utilizing a portion of ARPA funds to help offset; legislative session upcoming, would like to make it through that before a millage change..

Estelle DeMusey-resident-spoke on census data; large portion of Town is retirement age, consideration to quality of life of residents; spoke on rates throughout county.

Commissioner Barris commented on Largo increases across the board; importance of quality of community that you live in; reserves being depleted.

Deputy Mayor Shelly spoke on enterprise funds by law are required to be self-funding; rates have not been high enough and should have been increased in the past; low income seniors can receive an additional homestead exemption.

Ms. Lancaster stated it is a pay now or pay later scenario; importance of completing Indian Rocks Rd. and moving forward with projects; if not this year, services may be reduced next year to be able to complete public safety projects; urges residents to look at per household impact posted online; communications to be sent to every home in town; first budget hearing is Wednesday, Sept 4th.

Dan Doyle-resident-spoke on obligation to maintain the Town; suggests in investing in community; requesting a bond issuance when rates are low.

Deputy Mayor Shelly moved to approve the proposed commercial water rate structure and direct the Town attorney to prepare the ordinance. Seconded by Commissioner Kelly.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0140](#)

Resolution 2024-19 Town Auditor Selection Committee

Attorney Trask read Resolution 2024-19 into record by title only.

Ms. Lancaster spoke on finance board volunteers, need a Commissioner volunteer. Commissioner Kelly volunteered.

Deputy Mayor Shelly moved approval of Resolution 2024-19 establishing an auditor selection committee and appoint Commissioner Thomas Kelly and the four approved finance board members to this committee. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0128](#)

Resolution 2024-20 American Flood Coalition Membership

Attorney Trask read Resolution 2024-20 into record by title only.

Ms. Lancaster stated this is a free membership, presented by Deputy Mayor Shelly, it's an opportunity for funding sources.

Deputy Mayor Shelly provided comment regarding the coalition membership opportunities.

Deputy Mayor Shelly moved approval of Resolution 2024-20. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0138](#)

Plan of Delegation

Ms. Lancaster stated this removed Tina Porter from the plan of delegation and adds Amy Lockhart.

Deputy Mayor Shelly moved approval of the Town Manager's Plan of Delegation. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0139](#)

Resolution 2024-21 Authorized Signers

Attorney Trask read Resolution 2024-21 into record by title only.

Ms. Lancaster stated this aligns the signers with removing Tina Porter and adding Amy Lockhart.

Deputy Mayor Shelly moved approval of Resolution 2024-21 Authorized Signers. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

[24-0144](#)

Resolution 2024-22 Appointing Members to the Planning and Zoning Board

Attorney Trask read Resolution 2024-22 into record by title only.

Ms. Lancaster stated the resumes have been provided; two seats to be filled.

Commissioner Kelly moved to table the item due to the late submission.

The motion failed for lack of a second.

Deputy Mayor Shelly moved approval of Resolution 2024-22 appointing Phillip Beauchamp and Shelly Ladd-Gilbert to serve on the Planning and Zoning Board. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

24-0145

Resolution 2024-23 to Appoint Town designees to access and close safety deposit boxes

Attorney Trask read Resolution 2024-23 into record by title only.

Ms. Lancaster spoke on requirements from Truist Bank to assign two staff members to access the safe deposit boxes.

Deputy Mayor Shelly moved that the Commission authorize both Ashley Bernal and Amy Lockhart to access safety deposit boxes 645 and 646 located at the Belleair Truist Branch, and retrieve any items inside and to approve Resolution 2024-23. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

24-0157

Intent to Award 2024-01

Ms. Lancaster stated a grant was received for the purchase of storm shutters that will cover the entire administration building; recommending low bid.

Deputy Mayor Shelly moved approval of the Intent to Award ITB 2024-01 in the amount of Ninety-Six Thousand, Five-Hundred and Ninety-Eight dollars and Eighty-Five cents. Seconded by Commissioner Barris.

Aye: 5 - Mayor Wilkinson, Deputy Mayor Shelly, Commissioner Barris, Commissioner Kelly, and Commissioner Jennings

TOWN MANAGER'S REPORT

Nothing to report.

TOWN ATTORNEY'S REPORT

Attorney Trask spoke on the recent code changes.

MAYOR AND COMMISSIONERS' COMMENTS

Commissioner Barris-nothing to report.

Deputy Mayor Shelly-nothing to report.

Commissioner Jennings-nothing to report.

Commissioner Kelly applauded the staff for clean up and prep for storm.

Mayor Wilkinson thanked all for prep and post storm efforts; thanked Rec for a successful summer camp; next Commission meeting September 4th, 2024.

OTHER BUSINESS

No other business

ADJOURNMENT

No further business; Meeting adjourned in due form at 7:57 PM.

TOWN CLERK

APPROVED:

MAYOR