



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Town Commission

Tuesday, June 11, 2024

6:00 PM

Town Hall

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

Mayor Wilkinson announced that this Thursday, June 13th will mark the 31st anniversary of Belleair Policer Officer Tackett losing his life while protecting Belleair; requested moment of silence after pledge.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

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

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.

[24-0092](#)

Second Reading Ordinance 573 - Police Officers' Retirement Plan

Thomas Trask-Town Attorney-read Ordinance number 573 into record by title only; no changes since first reading.

Gay Lancaster-Town Manager-provided overview.

Deputy Mayor Shelly moved approval of Ordinance 573 on second and final 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.)

None to be heard

CONSENT AGENDA

[24-0094](#)

Approval of April 30, 2024 Special Meeting Minutes and May 14, 2024 Regular

Meeting Minutes

[24-0097](#) Equix Energy Services Piggyback Agreement

[24-0099](#) Renewal of Mutual Aid Agreement - Indian Shores Police Department

Deputy Mayor Shelly moved approval of the Consent Agenda with one correction to the minutes. Seconded by Commissioner Jennings.

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

GENERAL AGENDA

[24-0102](#) Resolution 2024-15 Amending Personnel Policy Manual

Attorney Trask read Resolution 2024-15 into record by title only.

Ms. Lancaster requested Nanette Freeman-HR Manager-outline changes.

Ms. Freeman spoke on revising layout of document creating sections; changes to grammar, spelling and capitalization in Section 1; Section 2 areas of similar content combined, no data changed; Section 3 changes to correct errors, clarification on declared emergency pay; goal will be to present multiple sections at a time.

No questions from the Commission.

Deputy Mayor Shelly moved to approve Resolution 2024-15. Seconded by Commissioner Kelly.

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

[24-0101](#) Preliminary Budget FY 2024-2025 - Capital Equipment Replacement Fund/Capital Improvement Plan

Ms. Lancaster spoke on future planning; need to build a budget on standards and establish a reserve for replacement of capital equipment; efforts being done to categorize and inventory all equipment.

Mayor Wilkinson stated this is informational only, not a decision item. Ms. Lancaster affirmed.

Tina Porter-Finance Director-spoke on the equipment replacement fund; recommending replacement of four police vehicles, radios may need replaced; addressed Mayor Wilkinson's question regarding prior projections. Ms. Porter spoke on public works items; two leased vehicles will be replaced; two fuel tanks with pumps located next to current water plant will need replaced; Commissioner Kelly questioned buy out option, Ms. Porter addressed. Town wide equipment needing replaced are three a/c units and two camera systems; Mayor Wilkinson questioned if that number was reflected in the original budget presented in the budget workshop. Ms. Porter addressed question.

Ms. Porter spoke on best practices for equipment replacement fund; standard is 20%, 15% is acceptable, 11.26% is inadequate; making steps forward. Commissioner Kelly questioned number (15%) if was in 24-25 budget; Ms. Porter affirmed, will reduce the next year. Ms. Lancaster spoke on establishing a cushion, at least 15% then moving toward

20%.

Ms. Porter spoke on funding required for 15% reserve fund balance; sale of assets for revenue incorporated; \$92,000 additional needed to meet reserve. Commissioner Jennings questioned change in truck costs. Ms. Porter will provide.

Ms. Porter stated the Enterprise funds planned equipment replacements are not funded through equipment replacement fund; Ms. Porter spoke on one trailer mounted pump and one solid waste F-150 to be purchased.

Ashley Bernal-Assistant to the Town Manager-spoke on fund 305 which is the capital infrastructure plan; revenues and expenditure decreasing; spoke on high-level approach to 5 year CIP; FDEM grant funding not received for Carl and Shirley or Harold Lake; State appropriations for funding this year to do a small dredge at Harold Lake as well as for Belleair Creek; spoke on budget lines, contingency is a new line which used to be labeled small roadway; highlighted changes to park improvements, Indian Rocks Road Phase 3, bluff study, Belleair Creek, stormwater pipes and roadway engineering; town facility renovations discussed, recreation building hardening to be done, public works wash bay re-piped, town hall security doors and parking lot to be sealed and striped.

Ms. Lancaster spoke on pared down CIP this year, focusing on Indian Rocks Road Phases 2 and 3 as additional resources are needed for project; planning to seek additional appropriations; spoke on importance of planning due to increasing costs.

TOWN MANAGER'S REPORT

Ms. Lancaster spoke on WSP Engineering engagement, Consor is unable to continue to provide engineering services; will be coming back in next fiscal year for an RFQ but services are needed immediately; requesting for the Commission to invoke Section 2-228 of the Town Ordinances which allows to waive competition for emergency purposes.

Ms. Lancaster stated that Garbage Man Day is upcoming; received 60% plans for RO plant design, anticipate 100% by early fall; summer camp is underway; new palms on Indian Rocks Road, new sod on Brewster and East fields; attempting to save an historic oak in Hunter Park, recommendation will be brought forward; drainage on Golf View Drive being replaced; commended new maintenance employee Keith for repairs to building and all recent renovations; 700 permits processed in the building department so far; infrastructure ongoing at Carl and Shirley, pipes needing replaced.

24-0103 Engineering Item

Mayor Wilkinson asked Ms. Lancaster to provide language for the motion needed regarding engineer. Ms. Lancaster provided said language.

Deputy Mayor Shelly moved to approve a waiver of the competition ordinance which allows you to invoke Section 2-228 of the Town ordinances and authorize the Town Manager to enter into a interim contract with WSP Engineering. Seconded by Commissioner Jennings.

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

TOWN ATTORNEY'S REPORT

Mr. Trask spoke on injunction filed against the Commission on Ethics in reference to SB744 regarding Form 6 requirement; Commission on Ethics is enjoined; no longer

required to file a Form 6, required to file a Form 1; Commission on Ethics is working on changing it's electronic filing system to be able to meet the July 1st filing deadline for Form 1; available for questions.

MAYOR AND COMMISSIONERS' COMMENTS

Commissioner Kelly had nothing to report.

Commissioner Jennings thanked the Police Department for traffic patrols on Indian Rocks Road.

Commission Barris had no comments.

Deputy Mayor Shelly spoke on American Flood Coalition; meeting with representatives to get information; commended Rob for building safety information.

Mayor Wilkinson read letter of thanks from a resident for solid waste.

OTHER BUSINESS

No other business

ADJOURNMENT

No further business, meeting adjourned in due form at 6:49 PM.

TOWN CLERK

APPROVED:

MAYOR