



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

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Tuesday, March 12, 2024

6:00 PM

Town Hall

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

Mayor Wilkinson announced the passing of former Mayor John "Jack" Donlan. Mayor Wilkinson asked former Deputy Mayor Steve Fowler to lead the Pledge of Allegiance followed by a moment of silence.

### PLEDGE OF ALLEGIANCE

Former Deputy Mayor Steve Fowler lead the Pledge of Allegiance followed by a moment of silence.

### COMMISSIONER ROLL CALL

**Present:** 5 - Mayor Michael Wilkinson  
Deputy Mayor Tom Shelly  
Commissioner Coleen Chaney  
Commissioner Patricia Barris  
Commissioner Thomas Kelly

### 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.

[24-0037](#)

Second Reading of Ordinance 571 Amending Appendix B - Schedule of Fees

Tom Trask-Town Attorney-read Ordinance 571 into the record by title only; first read was on February 13, 2024.

Gay Lancaster-Town Manager-spoke on purpose of ordinance; many fees eliminated that are no longer collected.

**Deputy Mayor Shelly moved approval of Ordinance 571 Amending Appendix B, Schedule of Fees on second and final reading. Seconded by Commissioner Chaney.**

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

[24-0042](#)

First Reading Ordinance 572 Wells

Mr. Trask read Ordinance 572 into the record by title only.

Ms. Lancaster spoke on purpose; SWFWMD has taken that responsibility.

**Deputy Mayor Shelly moved approval of Ordinance 572 on first reading. Seconded by Commissioner Chaney.**

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

## **CITIZENS COMMENTS**

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

Tom Germond former executive editor of Tampa Bay Newspapers-spoke in support of blood donation; health screening benefits, provided statistics.

## **CONSENT AGENDA**

[24-0038](#) Approval of February 13,2024 Regular Meeting Minutes

[24-0035](#) Special Relief Permit - 2024 Springfest & Arbor Day Celebration

[24-0036](#) Special Relief Permit - 2024 Wiffleball Classic

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

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

## **GENERAL AGENDA**

[24-0043](#) Special Relief Permit - Roebling Road Block Party

Ms. Lancaster stated item was taken off of the consent agenda; Deputy Mayor Shelly to speak on item; insurance was provided.

Deputy Mayor Shelly spoke on block party location; has signed letter of neighbor support.

**Commissioner Chaney moved approval of the Special Relief Permit-Roebling Road Block Party. Seconded by Commissioner Barris.**

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

**Recused:** 1 - Deputy Mayor Shelly

[24-0034](#) 2023 Communications Summary Report

Ms. Lancaster commended efforts made by Amanda Oreskovich.

Amanda Oreskovich-Public Relations Coordinator-provided a high level summary of the Communications Summary report; 2023 data evaluated to identify areas of improvement; spoke on strategic plan; spoke on top posts; SWAT analysis implemented on data; spoke on internal communications and external communications; top external are Instagram, Facebook and X; efforts to continue building Instagram will be made; discussed communications tools outside of social media; provided website data; SeeClickFix request data reviewed; spoke on 2024 goals and strategies for

achievement.

Commissioner Chaney spoke on communications; pleased with progress.

Mayor Wilkinson spoke on improved transparency and communications; roadway communications; thanked staff and team.

[24-0033](#)

Town Commission Budget Priorities FY 2024-2025

Ms. Lancaster stated work session will be scheduled in the future.

Tina Porter-Finance Director-priorities were compiled; many were duplicates; open to discussing; categorized based on area; discussed resiliency; reports on recreation center to be provided; continue to seek grant opportunities; five year capital improvement plan will be provided with budget, prioritization needed; spoke on staffing and online training opportunities; attempting to include specific strategic plan tie-ins; parks and street maintenance, budgeting labor and resources; will continue to evaluate recycling services; water fund and led service line inventory; looking to add positions, spoke on grant money for water use only.

Commissioner Chaney questioned current issues with facilities. Ms. Porter spoke on structural assessments done on both Town Hall and the recreation center.

Ms. Lancaster spoke on reports received; recommendations of repairs and improvements made; are moving forward.

Commissioner Chaney questioned instituting actions to preserve the bluff. Ms. Lancaster spoke on data collection being time consuming; wise to wait for the data and recommendations; monitoring wells have been installed along the bluff; sufficient data needed to do analysis; no real way to implement a fast-track right now, data needed, but looking for grant opportunities now to be prepared.

Commissioner Chaney also questioned what accreditation is being provided to employees. Ms. Lancaster spoke on encouraging individuals in departments to obtain expertise and certification in their areas.

Deputy Mayor Shelly questioned updated completion for Mehlenbacher Rd. Ms. Lancaster stated it is still October.

Mayor Wilkinson spoke on coordinating budget workshops; Ms. Lancaster will set at a later time.

[24-0039](#)

Resolution 2024-07 Statewide Mutual Aid Agreement

Mr. Trask read resolution 2024 into the record by title only.

Ms. Lancaster stated item comes up annually; emergency and disaster situations; provided for sharing of resources.

**Deputy Mayor Shelly moved for approval of Resolution 2024-7 the Statewide Mutual Aid Agreement; Seconded by Commissioner Chaney.**

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

[24-0040](#)

Requesting approval of Purchase Orders \$30,000 or greater for  
FYE 9-30-24

Ms. Lancaster spoke on items; RO plant included.

**Deputy Mayor Shelly moved approval of the list of purchase orders which are \$30,000 or greater. Seconded by Commissioner Chaney.**

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

### **TOWN MANAGER'S REPORT**

Ms. Lancaster stated in addition to the budget workshop, a public information meeting will be held once proposed RO plant well sites are known.

### **TOWN ATTORNEY'S REPORT**

Mr. Trask had nothing to report.

### **MAYOR AND COMMISSIONERS' COMMENTS**

Mayor Wilkinson thanked Commissioner Chaney for her service; presented with gift from staff.

Chief Rick Doyle thanked Commissioner Chaney for her service and presented a gift from the PD.

Commissioner Chaney stated she has enjoyed her time; thanked Gay and Tom for their efforts; spoke on Deputy Mayor Shelly and his advocacy skills, thankful; thanked Mayor Wilkinson; looks forward to leadership of new Commissioners; spoke on meeting with Representative Berfield, appropriations with Indian Rocks Road.

Commissioner Kelly spoke on Commissioner Chaney's dedication, appreciates her impact.

Deputy Mayor Shelly thankful for Commissioner Chaney's service; Largo Fire Chief Chad Pittman will be here in April to provide update; is serving on Forward Pinellas transportation committee again.

Commissioner Barris wished Commissioner Chaney the best and thanked her for her service.

Mayor Wilkinson spoke on upcoming resident board for historic committee planning; thanked Rec staff regarding race; spoke on the Spring Fest; welcomed Chief Doyle back on board; thanked Commissioner Chaney for her service and impact on board.

### **OTHER BUSINESS**

No other business.

### **ADJOURNMENT**

No further business; meeting adjourned in due form at 6:47 PM.

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**TOWN CLERK**

**APPROVED:**

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**MAYOR**



# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Shelly, Thomas Edward</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Town of Belleair Commission</b>
MAILING ADDRESS <b>330 Roebling Rd North</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY      COUNTY <b>Belleair FL      Pinellas</b>	NAME OF POLITICAL SUBDIVISION: <b>Town of Belleair</b>
DATE ON WHICH VOTE OCCURRED <b>03/12/2024</b>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Thomas E. Shelly, hereby disclose that on March 12, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.


(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

We applied to have a Neighborhood Block party in front of our Homes. I disclosed that my homes is one of the homes affected. I abstained to avoid any appearance of a Conflict of Interest.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

March 13, 2024

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.