

COMMISSION MEETING MINUTES
OCTOBER 19th, 2021
7:30 P.M.

PRESENT:

Mayor: Mark Anderson
Mayor Pro Tempore: Elayne Bassinger
Commissioners: Maximilian D'Water
John Vogel II

City Attorney: Gerald T. Buhr

City Clerk: Marissa Morales
Asst. to City Clerk: Julia Fresne
Water Clerk: Will Plazewski
Public Works Director: Scott Morrow

ABSENT:

Commissioner: Sarah Schrader

MINUTES PREPARED BY: Julia Fresne

OPENING CEREMONIES: Mayor Anderson led the invocation and Pledge of Allegiance.

1. **CONSENT AGENDA:** Includes minutes for the September 7th and 21st Budget Hearings, and September 21st Commission Meeting; General Fund and Water Fund disbursements for September 2021.

DISBURSEMENTS AND DEPOSITS:

<i>September 2021</i>	<u>Disbursements</u>	<u>Deposits</u>
General Fund	\$ 72,974.77	\$ 89,272.72
Water Fund	\$ 14,342.56	\$ 31,017.11

MOTION: ACCEPT THE CONSENT AGENDA

MADE BY: Commissioner Vogel

SECOND: Commissioner D'Water

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

2. PUBLIC COMMENT:

- A. Bill Zeranski of Michigan Avenue asked for approval of the Special Event Application for the Heritage Festival on behalf of the Sunset Rotary Club. Commissioner Bassinger advised that she is giving tentative approval contingent on following the request to provide portable toilets and approval of street closures by Commissioner Schrader.

- B. Al Kiefer of Pompano Street asked who is monitoring Lake Park and responsible for the Saint Leo boat ramp as people have been loitering outside of authorized hours. Attorney Buhr recommended putting up a trespass sign to give authority to the deputy to arrest without a warning. Mr. Kiefer also noted that a private party would like to provide funds to fix the area. Commissioner Bassinger requested to get a quote for a new gate to be installed at Lake Park to prevent loitering after hours.
- C. David Bullock of ENERCON advised that their company was called out to inspect wells #5 and #6. ENERCON engineer Mike Lyman investigated the failures on October 7th and determined after a full investigation that the flow meters and displays were not working on either well. ENERCON, in agreement with Utility City Engineer Consultant Daniel Magro, recommended replacement and estimated it would cost between \$9,000-\$10,000.

MOTION: CONTRACT WITH ENERCON TO REPLACE FLOW METER AND DISPLAY OF WELLS #5 AND #6 FOR UP TO \$10,000.00

MADE BY: Commissioner D'Water

SECOND: Commissioner Bassinger

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

- D. Ian Boyle, Government Affairs Manager, and Fabian Santiago, Site Manager, from Waste Connections came back to discuss issues on San Angela Drive. They advised of a new plan to set up a free customer service line for residents to track number of calls received. The commission's request not to implement the 5.4% CPI increase was unable to be approved by Waste Connections and the CPI increase would take effect starting on November 1st, with residential rates increasing to \$13.11 monthly. Commissioner Bassinger expressed her disappointment with service provided. Mr. Boyle apologized and advised they are working on improvements.

3. MAYOR'S REPORT:

- A. Mayor Anderson introduced the new Assistant to City Clerk, Julia Fresne who started on October 11th and welcomed back Public Works Director Scott Morrow on October 14th. Public Works Technician Jerry Ennis is still on medical leave for six more weeks but is working on being released for light duty. The last day for the temporary worker from CDS Resources was October 18th.
- B. Mayor Anderson thanked staff for contribution to Rick Alley's retirement party and asked whether the Commission would be okay with Mr. Alley keeping his office chair which was purchased by the city. Commission approves.
- C. Chief Frum from the Pasco County Fire Department was contacted about speed tables and advised he would like to discuss an interlocal agreement with Pasco County for building permit services. Commissioner Vogel and staff would meet with Chief Frum.

4. ATTORNEY'S REPORT: NONE

5. COMMISSIONER REPORTS

A. BUILDING AND ZONING – COMMISSIONER VOGEL:

- 1. Building permit activity for September was tallied at \$127,870.29.
- 2. The commission discussed contracting out to Central Florida Regional Planning Council to help put together a new Comprehensive Plan.

3. Commissioner Vogel asked to revisit non-conforming use of storage units in the city. Mayor Anderson advised to schedule workshop to discuss changes, with a tentative date and time of November 4th at 6 PM and recommendations for Planning Consultant Phil Waldron to attend.

B. PARKS AND RECREATION – COMMISSIONER BASSINGER:

1. Commissioner Bassinger announced that the bench and fountain for Rosewood dog park and swing sets for Lake Park have been delivered and should be put together by the end of November or early December.

C. STREETS – CITY CLERK MORALES:

1. City Clerk Morales advised that Engineer Consultant Bill Housel has reviewed and updated the Pompano Bid Packet after receiving Pasco County comments and to follow ARPA funding bidding requirements. The packet was already approved by Town of Saint Leo Commission.

MOTION: APPROVE NEW POMPANIC BID DOCUMENTS TO BE ADVERTISED

MADE BY: Commissioner Vogel

SECOND: Commissioner D'Water

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

2. Mayor Anderson asked staff to put up crosswalk signs received and advised to contact Pasco County to draw the lines on 3rd Avenue and Curley Street and inquired whether Pasco County will be coming to fix the drainage issue in the 21-22 fiscal year or 22-23. Mayor Anderson also advised of a spot in front of the Depot that needed to be filled.

D. WATERWORKS – COMMISSIONER D'WATER:

1. RESOLUTION 12-2021

A RESOLUTION OF THE CITY OF SAN ANTONIO, FLORIDA, MODIFYING EXISTING TAP-IN FEES AND FEES FOR TAP-INS CROSSING ROADS; PROVIDING FOR SEVERABILITY, CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner D'Water advised that material costs increased a small amount, while labor rates changed due to decreased staff time spent on tap ins and charges for directional bores were calculated into cross street tap ins. Attorney Buhr discussed having all tie ins done at the expense of developers and performed by a licensed plumber.

MOTION: ADOPT RESOLUTION 12-2021

MADE BY: Commissioner D'Water

SECOND: Commissioner Bassinger

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

2. Commissioner D'Water advised that staff is currently pulling together data requested for the FRW and once all data is gathered, the FRWA Rate Study will begin.
3. Commissioner D'Water advised that well #3 has been offline for over a year and would like to explore various cost-effective ways to repair it.

MOTION: APPROVE FORMATION OF BID PACKET TO REPAIR WELL #3

MADE BY: Commissioner D'Water

SECOND: Commissioner Vogel

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

6. CLERK'S REPORT:

A. RESOLUTION 13-2021

**RESOLUTION BY THE CITY COMMISSION OF THE CITY OF
SAN ANTONIO, FLORIDA, ADOPTING THE STATE OF FLORIDA EMERGENCY
STATEWIDE MUTUAL AID AGREEMENT**

MADE BY: Commissioner Bassinger

SECOND: Commissioner D'Water

ROLL CALL VOTE:

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D'Water	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSENT

- B. City Clerk Morales requested approval to close the office on November 4th to conduct the capital asset inventory. The commission approved and recommended to set aside a day annually.
- C. City Clerk Morales advised that the city received first installment from the ARPA funding of \$369,380 earlier this month and planning for the next step of putting together reporting for use.
- D. City Clerk Morales requested approval to extend internet service to the Fire Station for Public Works staff with an anticipated increase to the monthly Spectrum bill, along with initial equipment costs.

7. UNFINISHED BUSINESS: NONE

8. NEW BUSINESS:

- A. Public Works Director Morrow proposed purchasing 4x4 tractor and a mini excavator, to be used for ditch care and mowing, to replace the tractor sold earlier in the year. Commission discussed the necessity of the equipment purchases. Attorney Buhr recommended to establish stormwater utility to fund equipment purchase and maintenance of ditches with agreement from Commission to start finding information for a stormwater fund.

MOTION: PURCHASE OF MINI EXCAVATOR FOR UP TO \$24,750.

MADE BY: Commissioner Bassinger

SECOND: Commissioner Vogel

James Markley of Loopback Drive recommended the purchase of the mini excavator to help save cost of maintaining streets and mobilization fees in the long-term.

ROLL CALL VOTE: Commissioner Vogel - AYE
Commissioner Bassinger - AYE
Commissioner D'Water - AYE
Mayor Anderson - AYE
Commissioner Schrader - ABSENT

MOTION: PURCHASE OF TRACTOR FOR UP TO \$24,650

MADE BY: Commissioner Vogel

SECOND: Commissioner D'Water

ROLL CALL VOTE: Commissioner Vogel - AYE
Commissioner Bassinger - AYE
Commissioner D'Water - AYE
Mayor Anderson - AYE
Commissioner Schrader - ABSENT

- B. Mr. Morrow provided a temporary and permanent solutions for fixing the collapsed culvert on 4th Avenue, pending quotes from Gude Paving and Huron Concrete Finishing.

MOTION: ALLOW PUBLIC WORKS DIRECTOR TO SPEND UP TO \$8,000 TO REPAIR THE CULVERT ON 4TH AVENUE

MADE BY: Commissioner Bassinger

SECOND: Commissioner Vogel

ROLL CALL VOTE: Commissioner Vogel - AYE
Commissioner Bassinger - AYE
Commissioner D'Water - AYE
Mayor Anderson - AYE
Commissioner Schrader - ABSENT

- C. Mayor Anderson inquired about the delivery of parts to fix the grate on 2nd Street and Oak Street. City Clerk Morales advised they had not been delivered and she will contact Mr. Gude to check on progress.

9. ADDITIONAL COMMISSIONER COMMENTS: NONE

10. ANNOUNCEMENTS:

- A. Mayor Anderson read a Proclamation for Louise Clift's 100th Birthday.
B. Commissioner Vogel honored resident Karen Phillips who passed away on October 17th by reading one of her poems.

11. ADJOURNMENT: Meeting adjourned at 9:28 PM.

Respectfully submitted,

Julia Fresne, Assistant to City Clerk