

**COMMISSION MEETING MINUTES**  
**NOVEMBER 16<sup>th</sup>, 2021**  
**7:30 P.M.**

**PRESENT:**

**Mayor:** Mark Anderson  
**Mayor Pro Tempore:** Elayne Bassinger  
**Commissioners:** Maximilian D'Water  
Sarah Schrader  
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

**MINUTES PREPARED BY:** Julia Fresne

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

1. **CONSENT AGENDA:** Includes minutes for the October 19<sup>th</sup> Commission Meeting; General Fund and Water Fund disbursements for October 2021.

**DISBURSEMENTS AND DEPOSITS:**

<i>October 2021</i>	<u>Disbursements</u>	<u>Deposits</u>
General Fund	\$ 109,832.43	\$ 520,780.62
Water Fund	\$ 54,200.23	\$ 27,841.94

**MOTION: ACCEPT THE CONSENT AGENDA**

**MADE BY:** Commissioner Bassinger

**SECOND:** Commissioner Schrader

**ROLL CALL VOTE:**

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

**2. PUBLIC COMMENT:**

- A. Cheryl Smith of Magnolia Street stated the hazard of Al's Pizza customers parking their vehicles on Ohio Street. Mrs. Smith would like for the city to put up a No Parking sign as she believes there is sufficient parking provided within the surrounding businesses. Additionally, Mrs. Smith stated the issue of vehicles and unauthorized trucks speeding as they come through Rosewood and advised she has not seen police presence. Commissioner Bassinger stated that the commission has been doing research and is looking to add speed bumps or speed tables to solve the issue. She also advised that the police officer is not able to hide therefore drivers can see him, but the commission is opened to suggestions from residents for solutions. Attorney Buhr recommended using an

officer on a motorcycle who can hide and gauge speed with radar gun and stated that since there is a No Thru Trucks sign, the officer is able to pull over and ticket the trucks as soon as they turn on the street. Commissioner Bassinger stated that the police officer is not able to be posted throughout the city due to other timely responsibilities. Donna Swart of Oak Street advised that she has seen the police officer stop two vehicles, but the issue is ongoing as vehicles continue to speed through the streets. Attorney Buhr inquired whether the police officer had been notified of it and Water Clerk Plazewski stated the officer is aware, but he is usually tied up with accidents in other areas especially during peak traffic hours. Commissioner Vogel stated that he is in the process of reaching out to Chief Frum from the Pasco County Fire Department to add speed tables in the city.

### 3. MAYOR'S REPORT:

- A. Mayor Anderson congratulated City Clerk Morales on obtaining her Certified Municipal Clerk (CMC) designation and advised her next step is to obtain the Master Municipal Clerk certification. He stated his support for the City Clerk and Assistant City Clerk to begin training for their next certifications.

#### **MOTION: APPROVE CITY CLERK AND ASSISTANT TO CITY CLERK TO BEGIN PROGRAM TO OBTAIN MASTER MUNICIPAL CLERK AND CERTIFIED MUNICIPAL CLERK CERTIFICATIONS.**

**MADE BY:** Commissioner Vogel

**SECOND:** Commissioner Bassinger

**ROLL CALL VOTE:**

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

- B. Mayor Anderson advised that due to the city truck reaching 170,000 miles and repair cost increases, the city was looking for a new truck. Public Works Director Morrow found a Ford F250 via an online auction sale with roughly 60,000 miles. City Clerk Morales advised that per Kelly Blue Book it is estimated to value at \$27,000-30,000 with the current bid sitting at \$6,500 and asked for a vote to consider approving the purchase of the truck. Commissioner Bassinger asked for Public Works Director Morrow to ensure looking into mechanical issues with this truck before entering the bid and he advised he would go look in person. Resident Chery Smith advised this auction may be online now but will go live in person the following weekend at the physical location.

#### **MOTION: APPROVE PURCHASE OF A TRUCK THROUGH AUCTION FOR UP TO \$15,000.**

**MADE BY:** Commissioner Vogel

**SECOND:** Commissioner Schrader

**ROLL CALL VOTE:**

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

### 4. ATTORNEY'S REPORT:

- A. Attorney Buhr advised that he received correspondence from the Central Florida Regional Planning Council stating that they would not review the Property Rights Element ordinance which was passed at a previous meeting. The city needs to complete the first reading then send it to the CFRPC for review before passing it and must revoke the previous one which

was passed. Attorney Buhr advised the new ordinance includes verbiage to repeal the previously passed ordinance. City Clerk Morales advised that the reason for this procedure is due to the changes made to the overall Comprehensive Plan within the ordinance. Mayor Anderson stated that the second reading must be done after CFRPC sends comments back once the first reading is done and the effective date will be 31 days after the package is complete if the amendments are not timely challenged.

**B. ORDINANCE 12-2021 (FIRST READING)**

**AN ORDINANCE OF THE CITY OF SAN ANTONIO, FLORIDA, AMENDING THE SAN ANTONIO COMPREHENSIVE PLAN, ADDING A PROPERTY RIGHTS ELEMENT TO ENSURE THAT PRIVATE PROPERTY RIGHTS ARE CONSIDERED IN LOCAL DECISION MAKING CONSISTENT WITH FLORIDA STATUTES 163.3177(6); PROVIDING FOR TRANSMISSION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR REVIEW AND COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**MOTION: APPROVE ORDINANCE 12-2021**

**MADE BY:** Commissioner Bassinger

**SECOND:** Commissioner D'Water

<b>ROLL CALL VOTE:</b>	Commissioner Vogel	-	AYE
	Commissioner Bassinger	-	AYE
	Commissioner D'Water	-	AYE
	Commissioner Schrader	-	AYE
	Mayor Anderson	-	AYE

C. Attorney Buhr advised that he has put together a draft for a Stormwater Utility ordinance and stated wanting to work with Attorney Christopher Roe who is with the law firm Bryant, Miller, and Olive whom the city has used before. Attorney Buhr asked the commission to retain Mr. Roe to complete the ordinance due to his experience and expertise in drafting previous stormwater utility ordinances for cities. He advised there are two courses of actions, revenue via tax assessments or as a utility bill charge. Mayor Anderson stated that doing the tax assessment would be much more costly due to requiring an annual property tax reevaluation. Attorney Roe advised the cost to the city will depend on which method is chosen and advised that the tax assessment would be more costly and more time consuming than the utility bill addition method. For the utility bill method, the city will also require economic and engineering consultation to create the rate structure and Mr. Roe recommended to use the company Stantec. Mr. Roe stated his fees would be between \$5,000-\$6,000. Commissioner Schrader asked to get a quote from both the law firm and the consultation. The commission agreed to have Mr. Roe create a proposal with quotes for legal and Stantec consultation fees combined. Commissioner Vogel asked staff to contact New Port Richey to see how the process went for their city.

**5. COMMISSIONER REPORTS**

**A. PARKS AND RECREATION – COMMISSIONER BASSINGER:**

1. Commissioner Bassinger announced that Christmas in the Park organized by the Founders Garden Club will take place on December 12<sup>th</sup> at 7pm. Commissioner Bassinger read a summary of the event provided by Barbara Berberich, member of the Garden Club. Commissioner Schrader asked Ms. Donna Swart, member of the Founders Garden Club, whether they will need any roads closed and Mrs. Swart advised she will have Mrs. Berberich contact Commissioner Schrader for road closure information. Commissioner Bassinger advised Mrs. Swart that the lights

used for the Christmas cards display will need to be LED to prevent any voltage issues and if any non-lights are put in, they will be removed and brought into City Hall.

2. Commissioner Vogel advised that Mrs. Betty Schambeau had contacted him requesting to put spotlights to show off the mural against the racquetball court. Commissioner Bassinger advised she will speak with Public Works Director Morrow to figure out if that is feasible.

**B. BUILDING AND ZONING – COMMISSIONER VOGEL:**

1. Building permit activity for October was tallied at \$91,207.
2. Commissioner Vogel asked City Clerk Morales whether staff had been able to reach out to the Central Florida Regional Planning Council regarding the Comprehensive Plan and she stated staff will work on contacting them.
3. Commissioner Vogel wanted to follow-up after the zoning designation discussions during the last workshop and Commissioner Schrader advised she will start working on the comparison spreadsheet. Mayor Anderson asked to add the Town of Saint Leo in the comparison since they are closer in size to the city than Pasco County and stated that the commission may need to have another workshop to iron out the details. Commissioner Vogel agreed and stated it would be good to have the public involved in the decision.

**C. STREETS – COMMISSIONER SCHRADER:**

1. Commissioner Schrader stated the Pompano Bid Packets are due November 19<sup>th</sup> at 12pm. Attorney Burh advised that contractors tend to wait until closer to the deadline to submit their proposals and stated if no bids are received, the commission may choose the most efficient route possible.
2. Commissioner Schrader advised there is a culvert which needs to be repaired on Railroad Ave.

**MOTION: APPROVE THE REPAIRS OF THE CULVERT ON RAILROAD AVENUE BY HURON CONCRETE FINISHING FOR UP TO \$1,500**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner D'Water

**ROLL CALL VOTE:**

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

3. Commissioner Schrader stated that Public Works Director Morrow would like to use a base layer of rocks as ditch liner to repair ditches on Palm St instead of using a layer of sod as it would keep from eroding and getting soggy.

**MOTION: APPROVE THE PURCHASE OF DITCH REPAIR MATERIALS FROM STATEWIDE MATERIALS FOR \$1,440**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner Vogel

**ROLL CALL VOTE:**

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

4. Mayor Anderson advised that the city has asked two property owners to allow access to their property to continue ditch maintenance.

**D. WATERWORKS – COMMISSIONER D’WATER:**

1. Public Works Director Morrow advised the committee that the previously approved school well flow meter replacement proposed by ENERCON is no longer recommended due to piping and location. The new suggestion is to install a new mag meter with concurrent mechanisms to be able to read how many gallons per day each pump is pumping out. Mr. Morrow advised that there will also be electrical work involved and stated that he can find a supplier which would be more cost efficient than ENERCON.

**MOTION: TO CHANGE THE PREVIOUSLY APPROVED ENERCON PROJECT TO THE SCHOOL WELL PROJECT.**

**MADE BY:** Commissioner D’Water

**SECOND:** Commissioner Schrader

**MOTION WITHDRAWN BY:** Commissioner D’Water

**SECOND WITH DRAWN BY:** Commissioner Schrader

**MOTION: TO RESCIND PREVIOUSLY APPROVED ENERCON PROJECT.**

**MADE BY:** Commissioner D’Water

**SECOND:** Commissioner Vogel

**ROLL CALL VOTE:**

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D’Water	-	AYE
Commissioner Schrader	-	AYE
Mayor Anderson	-	AYE

**MOTION: TO APPROVE THE COST OF UP TO \$14,000 TO REPAIR SCHOOL WELLS #5 AND #6.**

**MADE BY:** Commissioner D’Water

**SECOND:** Commissioner Bassinger

**ROLL CALL VOTE:**

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D’Water	-	AYE
Commissioner Schrader	-	AYE
Mayor Anderson	-	AYE

2. Commissioner D’Water would also like to have the Well #3 replacement packet go out to bid as it has been down for over a year now.

**MOTION: TO APPROVE THE WELL #3 REPLACEMENT PACKET TO GO OUT TO BID.**

**MADE BY:** Commissioner D’Water

**SECOND:** Commissioner Schrader

**ROLL CALL VOTE:**

Commissioner Vogel	-	AYE
Commissioner Bassinger	-	AYE
Commissioner D’Water	-	AYE
Commissioner Schrader	-	AYE
Mayor Anderson	-	AYE

3. Public Works Director Morrow advised that the two above ground hydro tanks need to be inspected as it has been 4 years since the last inspection. City Clerk Morales advised that inspections were accounted for in the budget and Mayor Anderson asked to ensure we note this inspection is needed every 4 years to specifically account for it during budget season.

**MOTION: TO APPROVE INSPECTION OF THE HYDRO TANKS FOR UP TO \$3,400.**

**MADE BY:** Commissioner D'Water

**SECOND:** Commissioner Vogel

**ROLL CALL VOTE:**

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

**6. CLERK'S REPORT:**

- A. City Clerk Morales advised that 17 ordinances need to be added to the online Municode bank which will also be sent as hard copies for the codes located in City Hall. The quote received from Municode is for \$2,640 and Ms. Morales asked the Commission for a vote to consider approving this request.

**MOTION: APPROVE MUNICODE SUPPLEMENT ADDITION FOR UP TO \$2,640.**

**MADE BY:** Commissioner Schrader

**SECOND:** Commissioner D'Water

**ROLL CALL VOTE:**

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

- B. City Clerk Morales advised that Planning Consultant Phil Waldron is finishing up projects for the city but will be retiring at the end of the year and the city needs to find a new consultant to replace him. Attorney Buhr recommended to work with the Central Florida Regional Planning Council but to ensure contacting them before advising they will go out to bid. Mayor Anderson advised that the cost of using CFRPC mainly goes to the developers but some of that cost does go to the commission. The commission agrees to have staff reach out to CFRPC.

**7. UNFINISHED BUSINESS: NONE**

**8. NEW BUSINESS: NONE**

**9. ADDITIONAL COMMISSIONER COMMENTS:**

- A. Mayor Anderson mentioned a contest held by Florida League of Cities for 6-8<sup>th</sup> graders to write an essay on what they would do if they were elected mayor which he sent to Saint Anthony Catholic School and other schools in the area.

**10. ANNOUNCEMENTS:**

- A. Mayor Anderson advised that a Blood Drive will take place at City Hall on Thursday December 2<sup>nd</sup> from 11pm to 1:30pm.
- B. Mayor Anderson wished everyone a Happy Thanksgiving.

11. **ADJOURNMENT:** Meeting adjourned at 8:50 PM.

Respectfully submitted,

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Julia Fresne, Assistant to City Clerk