

COMMISSION MEETING MINUTES

APRIL 20TH, 2021

7:30 P.M.

PRESENT:

Mayor: Mark Anderson
Mayor Pro Tempore: Elayne Bassinger
Commissioners: James Markley
Sarah Schrader
John Vogel II

Commissioner Elect: Maximilian D’Water

City Attorney: Gerald T. Buhr

City Clerk: Rick Alley
Water Clerk: Will Plazewski
Assistant to City Clerk: Marissa Morales

MINUTES PREPARED BY: Marissa Morales

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

- 1. **CONSENT AGENDA (00:00:57):** Includes minutes for the April 20th Commission Meeting; General Fund and Water Fund disbursements for April 2021.

DISBURSEMENTS AND DEPOSITS:

<i>April 2021</i>	<u>Disbursements</u>	<u>Deposits</u>
General Fund	\$ 350,555.13	\$ 94,594.82
Water Fund	\$ 217,544.15	\$ 316,141.38

MOTION: ACCEPT THE CONSENT AGENDA

MADE BY: Commissioner Schrader

SECOND: Commissioner Vogel

ROLL CALL VOTE: Commissioner Bassinger - AYE
Commissioner Vogel - AYE
Commissioner Markley - AYE
Commissioner Schrader - AYE
Mayor Anderson - AYE

2. PUBLIC COMMENT (00:02:17):

- A. City Clerk Rick Alley informed the commission that the San Antonio Sport Association requested use of the depot and to close Railroad Avenue on June 5th. A special event application would be submitted and reviewed by the Streets Commissioner.
 - 1. Commissioner Schrader advised that SASA was contacted about vehicles driving over the newly installed sidewalk on Curley Street near Railroad Avenue. The lumber yard would be installing a fence along its property in the near future.

3. MAYOR'S REPORT (00:05:44)

A. All park facilities and City Hall remained open. Face masks were allowed to be worn in City Hall. The Local State of Emergency lapsed on May 11th as mandated by Governor DeSantis' executive orders. A mobile vaccination site offering the Johnson & Johnson COVID-19 vaccine was being researched by City staff.

B. RESOLUTION 04-2021

A RESOLUTION OF THE CITY COMMISSION OF SAN ANTONIO, FLORIDA PROVIDING FOR TERMINATION OF COVID-19 EMERGENCY RESOLUTION 04-2020 TO COMPLY WITH THE GOVERNOR'S EXECUTIVE ORDERS EO 21-101 & EO 21-102; AND PROVIDING AN EFFECTIVE DATE.

MOTION: ADOPT RESOLUTION 04-2021

MADE BY: Commissioner Bassinger

SECOND: Commissioner Schrader

ROLL CALL VOTE:

Commissioner Bassinger	-	AYE
Commissioner Markley	-	AYE
Commissioner Schrader	-	AYE
Commissioner Vogel	-	AYE
Mayor Anderson	-	AYE

C. ORDINANCE 06-2021 (FIRST READING)

AN ORDINANCE OF THE CITY OF SAN ANTONIO, FLORIDA PROVIDING FOR TERMINATING ORDINANCE 06-2020 REQUIRING FACE COVERINGS IN CITY HALL; PROVIDING FOR SEVERABILITY, CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

MOTION: ACCEPT FIRST READING OF ORDINANCE 06-2021

MADE BY: Commissioner Bassinger

SECOND: Commissioner Markley

ROLL CALL VOTE:

Commissioner Bassinger	-	AYE
Commissioner Markley	-	AYE
Commissioner Schrader	-	AYE
Commissioner Vogel	-	AYE
Mayor Anderson	-	AYE

D. Three candidates had been interviewed for the open Public Works Director position.

4. ATTORNEY'S REPORT (00:12:46): NONE

5. COMMISSIONER REPORTS

A. BUILDING AND ZONING – COMMISSIONER VOGEL (00:13:04):

1. Building permit activity for January was tallied at \$1,887,896 including five single family residences.
2. The preliminary plat for San Antonio Station was reviewed by the City staff committee.
 - a. City Planner Phil Waldron advised that the plat was consistent with the conditions of the PUZ zoning. Daniel Magro of Aclus Engineering addressed small changes with the petitioner, and discussed inclusion of a 15 foot utility easement on the north side of the property along Railroad Avenue.

- i. Hunter Brown of Coastal Consultants did not feel the easement was needed due to the 5 feet of right of way being dedicated to the City. The utility easement was recommended for potential future utility expansions or for widening of the road that would require line relocations. Attorney Buhr advised that the easement may not be needed if water service already existed past the boundaries of the property. The commission did not feel the easement was needed.

MOTION: APPROVE THE PRELIMINARY PLAT FOR SAN ANTONIO STATION

MADE BY: Commissioner Vogel

SECOND: Commissioner Bassinger

ROLL CALL VOTE:

Commissioner Bassinger	-	AYE
Commissioner Vogel	-	AYE
Commissioner Markley	-	NAY
Mayor Anderson	-	AYE
Commissioner Schrader	-	ABSTAIN

- b. Daniel Magro advised that a new hydrant should be added on the north side of Railroad Avenue, indicated on the final utility plans. The individual service lines would be required to have sleeves. Other required changes to the utility plan were based off the City's technical specifications.
 - i. Hunter Brown agreed to the recommended changes. He asked if hydrant flow and pressure tests needed to be performed by the City or through the developer. Attorney Buhr and Daniel Magro advised of different resources for testing to be done by the developer.
 - ii. A utility agreement for San Antonio Station would be prepared.
- 3. A variance request for a wall mounted sign permit at the San Antonio Citizens Federal Credit Union Operations Center was reviewed. The proposed sign was larger than the 4 foot by 6 foot sign allowed under City code. Attorney Buhr addressed the conditions that must be met for the commission to approve a variance request.
 - a. Jose Morera of Signs of Tampa Bay felt the sign would not be sufficient to identify the building at the smaller size allowed. Attorney Buhr advised that the criteria for a variance were not met, but the petitioners could approach the City with a request to revise the sign ordinance in the future.
 - b. Commissioner Schrader asked if revisions to the sign code could take the building size into consideration for sign size allowances.
 - c. Commissioner Bassinger expressed concern that a larger lighted sign would affect houses on Magnolia Street.

MOTION: DENY THE VARIANCE REQUEST FOR SACFCU SIGN

MADE BY: Commissioner Markley

SECOND: Commissioner Bassinger

ROLL CALL VOTE:

Commissioner Bassinger	-	AYE
Commissioner Vogel	-	AYE
Commissioner Markley	-	AYE
Mayor Anderson	-	AYE
Commissioner Schrader	-	AYE

- 4. Attorney Buhr began drafting an ordinance to adopt fees for variance requests reviewed by the Board of Adjustment.

B. PARKS AND RECREATION – COMMISSIONER BASSINGER (00:46:56):

1. A bird bath and two ceramic planters were stolen from the City Park. The Founders Garden Club chose not to have them replaced due to concerns that the items may be stolen again.
2. Proofs for the two park signs were approved and in progress. The main text area of the founder's sign was estimated to last 100 years, with the top part containing the City seal estimated at 30-40 years.
 - a. Commissioner Markley discussed the option of selling the existing sign to recoup funding for the new purchase. The commission discussed having the sign go to a historical group as well.
3. A tree in the Founders Garden Club would be evaluated and removed if necessary.
4. The City's signs recognizing 30 years as a Tree City were delivered to the Division of Forestry's Dade City Office. The City's contact with the division also offered support for any Arbor Day events and donations of trees for planting.
5. The park irrigation system needed repairs. Public Works would look into solutions for repair, or costs to replace the system entirely.

C. STREETS – COMMISSIONER SCHRADER (00:55:30):

1. The contractor's bond needed to be added to the Pompano bid documents before being advertised. Bill Housel was unable to prepare the cost estimate prior to the meeting, but would continue assembling one.
2. Quotes for a consultant to provide on-site supervision during the Pompano Street repairs were received from Bill Housel (\$15,360) and Coastal Design Consultants (not to exceed \$24,500).
3. Several street repair quotes were received by Gude Paving, but would be revised and considered at a later date due to budget restrictions.

D. WATERWORKS – COMMISSIONER MARKLEY (00:59:10):

1. The Curley Street Water Line Relocation Project was near competition, with engineers on site to perform inspections and take photos. The request for payment from Pospiech Contracting was received and approved.
2. The Carmela Utility Agreement was reviewed by city staff and consultants with a consensus for approval. The open cut on Oak Street as opposed to the directional bore would be allowed for the development.
 - a. Daniel Magro requested a final set of the construction drawings. Changes to the final draft of the agreement would be made to include approval from the City's engineer prior to commencing construction.
3. Commissioner Markley requested a list of water system improvements from Daniel Magro to be reviewed with the new Water Commissioner.

6. CLERK'S REPORT (01:05:51):

- A. Wolfe Architectural would perform an on-site inspection of the fire station on the 13th to estimate the cost of preparing a bid packet for the roof repairs.
- B. One of the right-of-way use permits submitted to Pasco County was rejected due to golf carts not being allowed to operate on Curley Road. Additional information from the County on the restriction was requested to determine if additional signs needed to be purchased.

7. UNFINISHED BUSINESS (01:09:55): NONE

8. NEW BUSINESS (01:10:02):

- A. Commissioner Anderson and Commissioner D'Water were sworn in by City Clerk Rick Alley. Attorney Buhr accepted nominations for Mayor and Mayor Pro Tem.

MAYOR: Commissioner Anderson nominated by Commissioner Bassinger.

MAYOR PRO TEM: Commissioner Bassinger nominated by Commissioner Schrader.

MAYOR: Commissioner Anderson

MAYOR PRO TEM / PARKS: Commissioner Bassinger

STREETS: Commissioner Schrader

BUILDING & ZONING: Commissioner Vogel

WATER: Commissioner D'Water

1. Information on annual required ethics training would be sent out to all commissioners.
- B. The quotes and specifications for the pedestrian crossing signs with audible alerts were reviewed for compliance with the state's approved materials/vendor list. The products from Transportation Solutions & Lighting were state compliant, with the cost for 3 signs quoted at \$12,630.

MOTION: APPROVE PURCHASE FROM TRANSPORTATION SOLUTIONS & LIGHTING

MADE BY: Commissioner Bassinger

SECOND: Commissioner Schrader

ROLL CALL VOTE:

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

- C. Mayor Anderson discussed that Public Works Technician Daniel Ennis would be eligible to sit for the Florida Rural Water Association's Level 3 Water Distribution Operator licensing exam. A pay raise of \$2 per hour was proposed due to his certifications. The commission discussed requirements of passing the exam as a condition of the raise, and if there could be any requirement for the employee to remain on staff for a period of time after obtaining the license.

MOTION: INCREASE D. ENNIS' HOURLY RATE BY \$2 PER HOUR

MADE BY: Commissioner Schrader

SECOND: Commissioner Vogel

ROLL CALL VOTE:

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

- D. Mayor Anderson discussed the salary requests from the three candidates interviewed for the Public Works Director position. Rick Alley reviewed salaries from other municipalities in Pasco County. Mayor Anderson proposed a maximum salary amount of \$62,000 to offer to prospective candidates.

MOTION: OFFER UP TO \$62,000 FOR THE PUBLIC WORKS DIRECTOR POSITION

MADE BY: Commissioner Vogel

SECOND: Commissioner Schrader

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

1. One of the candidates interviewed had multiple drinker water certifications. Attorney Buhr previously interacted with the individual and gave a positive recommendation and would follow up on reasons for dismissal from their previous employer. A second candidate from the interviews was also in the running for receiving an offer.

E. City Clerk Rick Alley announced his intent to retire in October. It was anticipated that Assistant to the City Clerk Marissa Morales would receive her Certified Municipal Clerk designation before the end of the fiscal year. The Commission would vote to hire the next City Clerk.

9. ADDITIONAL COMMISSIONER COMMENTS (01:37:46):

- A. The commission thanked James Markley for his work during his terms as a commissioner.
- B. Commissioner Bassinger commented on a social media page discussing City operations and encouraged residents to run for commission to enact changes they wish to see.

10. ANNOUNCEMENTS (01:40:57):

- A. The next blood drive was scheduled for May 20th from 10:00 AM to 1:30 PM.

11. ADJOURNMENT: Meeting adjourned at 9:14 PM.

Respectfully submitted,

Marissa Morales, Assistant to the City Clerk