



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes
March 9, 2022

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Present were Councilmember Noble, Councilmember Cummings, Vice Mayor Zemaitis, Mayor Howell, Town Manager Cavalli, Attorney Mora and Town Clerk Ana Cabezas. Councilmember Roberts was not present.

D. Administration of Oath of Office, Kenneth City Police Chief

Town Clerk, Ana Cabezas swore in Police Chief Mike Vieno.

E. Consent Agenda

February Meeting Minutes
02/09/2022 Council Meeting

Motion to approve consent agenda made by Councilmember Noble.

Second was offered by Vice Mayor Zemaitis.

All in favor

Motion to approve consent agenda passed

F. Public Comment

Tim Shoby 4702 Lake Charles Drive

Mr. Shoby expressed safety concerns for children and pedestrians at the corner of Lake Charles Drive and 47th Ave. Mr. Shoby reported that he has witnessed numerous vehicles running through the stop sign without stopping.

Mayor Howell closed public comment.

G. Action Agenda

1. Resolution 2022-02 Cancelling the March 2022 Election

Attorney Mora read the resolution by title to cancel the election due to Council Members Noble and Zemaitis running unopposed.

The Mayor opened the floor to public comment.

Al Hrvatin, 6116 52nd Ave N

Mr. Hrvatin asked if the polls would still be open on March 15th. The attorney explained that there were no issues to place on the ballot or state election that would require the polls to be open on March 15th.

Councilmember Noble	Yes
Councilmember Cummings	Yes
Councilmember Roberts	Absent
Vice Mayor Zemaitis	Yes
Mayor Howell	Yes

Motion to approve consent agenda passed by roll call vote.

2. Council Approval to Enter into an Agreement with Special Magistrate
Consensus provided
3. Fundbalance Account Creation for Park Amenities
Consensus provided
4. Personnel Addition Request, Recreation Support Specialist
Consensus not provided
5. Spacecraft: Free Art Activities for the Children of Kenneth City
Consensus provided

Manager Report

1. Forward Pinellas
The Manager discussed the Town's agreement with Forward Pinellas and which expires September 2022. The manager intends to work with the Town Attorney to renegotiate the agreement. The manager listed the type of work the Town would be doing with Planner, Nousheen Rahman and Rodney Chatman.
2. Kmart Property
Manager Cavalli provided updates on the development of the Kmart property. The Home Store will soon begin a 120-day remodeling project. A Sprouts Grocery Store will be the second stage of the property development.
3. Lake Charles Aerator
The Town is working with Justin Keller of Advanced Engineering to make these changes.

4. Budgeting

The manager shared that some preliminary discussions are occurring to prepare for the upcoming budgeting season.

5. Administrative Policy

The manager discussed the current administrative policy and some edits he made to clean up the document since it was last executed and approved by council. There were concerns brought up by councilmember Noble stating she did not agree with the way the policy is currently written. A discussion ensued. The Policy will be revisited and discussed again as an Action Item.

6. Chapter 54 Update

Pete stated, "we're faced with an emergency situation in Unit 12." The Police Department reports issues with residents parking on the side of the road making it difficult or impossible for emergency vehicles to pass. Manager Cavalli shared that he is working with the Engineer to put together a conceptual drawing of a suggested solution.

The manager shared that he put together a team to review and make the suggested revisions to Chapter 54. He concluded that he would provide a progress report at the April Council Meeting.

He shared that he is working with the Engineer on stormwater and watershed related issues that are pressing in nature. He stated he and the engineer would provide more information at the next Council Meeting.

7. Project Management Software

The manager reviewed the roles and jobs he has delegated through a project management software. He gave a quick overview of ongoing projects at the various departments.

H. Department Reports

Public Safety

- Chief Vieno shared the February traffic statistics (education, citations and warnings).
- 58th Street *no truck* sign (education phase), partnering with Winn Dixie to reroute their trucks to 46th Street as opposed to 58th street.
- Officers attended an annual in-service training
- Chief Vieno discussed the Spring Festival, Movie in the Park, 4th of July
- He gave a brief synopsis of the March 2nd fire at the Ashford Bayside apartments at 56th Avenue and 58th Street

Fire Department

Pinellas Park Fire Chief, Brett Schlatterer provided the February stats and a summary of the Ashford Bayside Apartment fire.

Department of Public Works

DPW supervisor provided updates on the projects they are currently working on. He discussed the Florida friendly landscaping, ditch clean outs and the Spring Festival. He provided examples of how he has prioritized being fiscally conservative and has been able to save the Town money. He discussed how he manages personnel and strategic use of their time.

There was a discussion.

I. Officer Reports**Town Clerk**

No report.

Town Attorney

Attorney Mora provided a brief update on legislative updates.

Code-Enforcement

Dave Wysong, Code Enforcement Officer provided updates to the Town on what he has been working on including Code Enforcement statistics for February. There was a brief discussion.

J. Mayor/Council Comments

Councilmember Noble commented on the CPA's contract and how much he is charging the Town. Manager Cavalli provided an explanation that even though the CPA was contracted before his time, it was his understanding that the Town needed a professional CPA to help best manage the Town's accounting efforts.

Attorney Mora stated that the current, more substantial contract was executed to help the Town during the transition from the previous Town Administration in the Spring of 2021 but that there was an initial agreement the Town entered with the CPA back in 2017.

There was a discussion. Councilmember Noble read language from the Municode and went on to describe a duo- Clerk/Accountant hybrid position. She asked the Clerk where she is, in the process of taking over the Town's accounting responsibilities. Attorney Mora reminded the Council that one of the challenges they faced during the Clerk recruitment process was to find a clerk with the desired financial expertise, "in the modern clerk landscape." Attorney Mora said, "one of the things we discussed, and as it was explained in our recruitment documents and otherwise was that while it was a duty, it was interpreted to mean keeping those documents and ensuring those documents are secured and will be produced upon request. It does not necessarily, by its plainest terms, mean that that person has to generate the report, calculate the

report, or refrain from delegating any of that. While she is certainly responsible should you request, that that record be provided, the Clerk provides that. When the council was recruiting its clerk that's one of the ways that we had communicated that duty to candidates."

Councilmember Noble inquired again about the Clerk taking over accounting duties. She asked the clerk "where are you at in learning how to do these things?" She went on to state that the Town is "double paying" when it pays for both an accountant and a Town Clerk.

There were further discussions regarding division of labor and the CPA's current payrate. Manager Cavalli provided some information regarding the scope of services the CPA has provided, beyond basic bookkeeping.

Vice Mayor Zemaitis shared that she recalled that the Town could not find someone with the combined clerical/accounting experience or expertise. She said that she did not feel the clerk should have to become an accountant, as councilmembers were all aware that she was not an accountant when she was appointed. Attorney Mora clarified that a Clerk certification does not involve accounting. There was discussion regarding negotiating a more competitive contract with a Certified Public Accountant.

Mayor Howell directed a question towards the Supervisor of Public Works regarding the contracted streetsweepers. After a brief discussion, Manager Cavalli stated that street sweeping is a minimal environmental requirement determined by state environmental agencies. Mayor Howell asked that Manager Cavalli revisit the current contract with the Town's streetsweeper.

Councilmember Noble asked Manager Cavalli to shop around for a new health insurance provider for the Town employees. He responded that our current contract with Public Risk Management states that we need to provide a 12-month minimum notification. Councilmember Noble asked that he initiate this process immediately.

Councilmember Noble said she "looked at the General Fund at our electric bill for our three buildings and we probably pay at least \$30,000 a year to Duke Energy." She asked that the Town look into investing in solar power panels for Town buildings. There was a discussion about "going Green." Councilmember Noble said "we could take \$30k from the Covid Money" to pay for the solar panels. Vice Mayor Zemaitis said she supports the initiative to *Go Green*. Mayor Howell agreed.

Councilmember Noble inquired of the Town Manager regarding a task she gave him to renegotiate current Town Contracts. Attorney Mora shared insight into the extensive process to the procurement of contracted services. Attorney Mora said "at your size and staffing, running multiple concurrent RFPs is very challenging from a staff allocation standpoint." Attorney Mora concluded that he

is working closely with the Town Manager to be apprised of when contracts end and what needs to be done.

K. Adjournment

Motion to adjourn the meeting was made by Vice Mayor Zemaitis

Second was made by Councilmember Cummings

All in favor

Meeting was adjourned at 8:48pm

Notice: This meeting and all City Council Meetings, Special Workshops, Hearings and Committee Meetings are posted in advance on the Town's letterboards as well as the Town's website, newsletters and Facebook pages.