



THE TOWN OF KENNETH CITY FLORIDA

Council Meeting Minutes

August 29, 2022

A. Call to Order

B. Moment of Silence by Mayor Howell and Pledge of Allegiance

C. Roll Call

Present were Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan, Interim Town Attorney Johnston, Councilmember Roberts was absent.

D. Presentation from Amber Smith from Southwest Florida Water Management District

Amber Smith from Southwest Florida Water Management District (SWFWMD) gave a presentation. She passed out some informational material to Council. She explained the purpose of SWFWMD and its structure. She discussed grant programs that the Town would be eligible for. Council and staff discussed which projects that the Town has in its Capital Improvement Plan that would be eligible for Cooperative Funding Initiative.

E. Persons Wishing to Be Heard on Items NOT Listed on the Agenda

Tim Shoby, 4702 Lake Charles Drive

Mr. Shoby commented that there was no Town Manager update and that the newsletter had not been updated on the website. He also had concerns about RV parking.

F. Action Agenda

1. Execution of Attorney Contract

Interim Town Manager Duncan introduced this item. Interim Town Attorney recused herself from this item. The Interim Town Manager advised that he negotiated this contract to include items such as billing for one-to-one discussions. He indicated that he felt that there should not be a charge for that and that the Town Manager should not be afraid to pick up the phone.

The Interim Town Attorney explained the terms of the contract in terms of billing. She indicated that she encouraged dialogue and conversation. When it comes to

items that require litigation, she indicated that a fee could be discussed as she felt that the Town wouldn't want to expend regular attorney fees on major projects. The Interim Town Attorney went through the various fees. She went through various fees. There was discussion among Council and staff regarding fees. The Interim Town Manager indicated that when an item arises that is outside of the norm, there needed to be a discussion about how much that would cost.

There was no public comment.

A motion was made to approve contract with Weiss Serota and authorize the Mayor to execute the contract was made by Councilmember Noble

A second was made by Councilmember Zemaitis

All In favor

A motion to approve contract with Weiss Serota and authorize the Mayor to execute the contract was passed

2. Building/Permitting Services

Imagine That Performance Consultant Lisa Hendrickson gave a presentation about Building Development Services. She explained that the Town has a contract for Building Services with Pinellas Park that will expire this year. She described what other cities in Pinellas County do for Building Services. She indicated that the options for Council to consider were an interlocal agreement, hire an internal Building Official, or to advertise a request for proposal from an outsourced provider. She indicated the Town currently processed 39 permits per month on average. Mrs. Hendrickson described the benefits and drawbacks of each of the options. She discussed the idea of a piggyback contract with SafeBuilt from the City of Bushnell. Mrs. Hendrickson went through the benefits of using SafeBuilt.

Council asked questions about SafeBuilt services in terms of costs, level of service, software.

There was no public comment.

Motion to piggyback off Bushnell contract for Building Department Services with Safebuilt to negotiate less hours was made by Councilmember Zemaitis

A Second by Councilmember Noble

Motion to piggyback off Bushnell contract for Building Department Services with Safebuilt to negotiate less hours was passed

There was a brief conversation about service level and level of expectation for service. Staff indicated that they would begin negotiations with SafeBuilt for contractual Building Department services.

3. Out of Scope Report

Interim Town Manager Duncan introduced this item as a description of items that the Imagine That Team has identified as tasks that need to be completed but that are not included in the current scope of work. He indicated that all of the items on the list needed to be addressed but these things were provided to help prioritize how the Council would like to move forward.

Vice Mayor Cummings indicated that he felt that Town was moving in the correct direction financially and should focus on the stormwater fee and fire assessment fee.

Councilmember Noble indicated that she agreed with that and felt that the accounting system, Comprehensive Plan, and the collect of BTRs should be prioritized.

The Town Attorney said that recordkeeping is a real problem and that it could be costly if not resolved. There was a discussion about record keeping in the Town and what the Town needs going forward

Councilmember Noble said that recordkeeping should be the number one priority.

Councilmember Zemaitis said that she thought the focus should be on anything that generated revenue such as BTRs, stormwater fee, fire assessment, grants, document retention, Chapter 54, Comprehensive Plan, and the Personnel Manual.

There was a discussion about Code Enforcement and Chapter 162.

Councilmember Noble indicated that Strategic Planning was important when applying for grants.

The Interim Town Manager recommended Fund Balance Policy and filing of Town Manager's office or Town Clerk's office as important tasks.

There was a discussion about improving the Town's website between Council and staff.

There was a discussion with the Interim Town Attorney and Council regarding updating the Codes of Ordinances

There was no public comment.

4. Continued Budget Discussions

Financial Consultant JP Murphy indicated that he has been going through revenues and expenses throughout the current year. He estimated that the Town would be looking at a surplus of \$343,000 . He indicated that only \$138,00 of reserves had been used for the current year.

Councilmember Zemaitis asked if Council would consider putting a Fund Balance Policy in place.

There was a discussion about the appropriate level of fund balance.

Interim Town Manager Duncan indicated that he would like everyone to approve the budget and reach compromise. There was discussion between Council and staff regarding the use of reserve to help balance budget

There was a discussion about the Police Department in relation to the costs. There was a discussion among Council members about where they can cut from the budget

Councilmember Zemaitis suggested not giving raises for the entire year to help manage the budget.

Council have consensus to bring back a Fund Balance Policy at the September 14th Council meeting.

Robert Arrison, 6048 45th Avenue N

Mr. Arrison felt there was a need to raise taxes and the Town should consider it.

5. Imagine That Performance Report (7.25.22 to 8.7.22)

Interim Town Manager Duncan introduced this item. He indicated that his item was on the agenda if the Council wanted to have any conversation about the actions in the report. He indicated that he was including the consultant reports for as much transparency as possible.

The Mayor and Council thanked the Imagine That Performance team for their professionalism and setting a good foundation for the Town's future.

There was no public comment

G. Mayor/Council Comments

There were no comments from the Mayor and Council.

Interim Town Manager Duncan thanked the Council and felt that it was privilege to serve in the capacity of Town Manager. He was appreciative of the Council giving his team the opportunity to demonstrate what they can do. He also thanked to Town staff for their support.

Financial Consultant JP Murphy have an update on the credit card revenues and how it was being handled.

The Town Attorney thanked the Council for approving the contract for legal services. She indicated that she would like to hear from Council and was available to meet with them.

H. Adjournment

A motion to adjourn the meeting was made by Councilmember Zemaitis

A second was made by Vice Mayor Cummings

All inf favor

Meeting was adjourned