



## THE TOWN OF KENNETH CITY FLORIDA

### Special Meeting Minutes

August 17, 2022

A. Call to Order

B. Moment of Silence by Councilmember Zemaitis and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings attended via Zoom, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan, Interim Town Attorney Johnston

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

There was no public comment.

E. Action Agenda

1. Rules and Procedures for Town Council Meetings

Interim Town Attorney Johnston introduced this item. She indicated that she looked through the Town's policies and procedures and notated some areas where there might be some desire to change. She indicated that she would bring this item back for discussion at a future meeting in September. She indicated that the last update took place in 1996 and that there were some conflicts in the Code of Ordinances. She indicated that it would be cost prohibitive to completely rewrite the Code. She indicated that she would schedule one-on-one meetings with each Council members to get feedback on this topic.

2. Code Enforcement Service

Imagine That Performance Consultant Lisa Hendrickson gave a presentation on the Town's Code Enforcement Services and gave suggestions on how the Town can move forward on Code Enforcement. She indicated that the Police Department had been performing this function on an as-needed basis. She advised that she would present several options to the Town Council and that they would be able to pick a path forward from those options.

- 1) Interlocal Agreement at a cost of \$57,000/annually
- 2) Hire Internal Code Enforcement Employee at a cost of \$56,000 to \$90,000/annually
- 3) Internal Police Officer Assignment at a cost of \$63,600.00/annually
- 4) Request for Proposal from Outsourced Provider at a cost of \$56,200/annually

There was a discussion on this item between Council and staff. Police Chief Mike Vieno suggested that the Police Department continue to provide code enforcement services. He suggested the service be reevaluated after a 2-year period to determine if any changes were needed to the service provision.

There was no public comment on this item.

There was also a discussion on Chapter 54 and the ability to standardize enforcement procedures.

The Council gave consensus to have the Police Department continue to provide Code Enforcement Services. The Police Department will provide data to Council to revisit this topic in 2 years.

### 3. 47th Avenue Parking

Interim Town Manager Rob Duncan introduced this agenda item. He indicated that he and consultant JP Murphy met with the Town's engineer and the grant administrator on this project. He indicated that the grant itself was for \$75,000.00 and the Town's portion of the project was a little over \$100,000.00. He reminded the Council that they considered several options for this parking project last year, but the project has not moved forward since that time. He told Council that the option they chose last year would take away a significant amount of grass, hence losing a large part of the park. He indicated that there were other options to consider. But, that the deadline was soon approaching in June 2023.

There was a discussion about the parking lot and the need to improve the existing lot. It was suggested that this project only included resurfacing. It would cost much more to enhance the existing parking lot.

Interim Town Manager Duncan suggested adding additional angled parking spaces to the current lot behind the Community Hall Building. He indicated that the grant was for stormwater improvements and the parking would be made of pervious material to improve stormwater runoff.

There was discussion about this item among Council and staff.

There was no public comment.

The Council gave consensus to move forward with adding additional angled parking spaces on 47<sup>th</sup> Avenue behind Community Hall.

There was a discussion about the amount the Town was paying for the water bill. It was decided that this item would be put on a future agenda to discuss further.

The Council briefly revisited the discussion about Town Council rules and procedures.

#### 4. Imagine That Performance Project Report Acknowledgment (7.11.22 to 7.24.22)

Interim Town Manager Duncan indicated that this item was on the agenda if Council wanted to ask any questions. There was a discussion among Council and staff about the level of detail provided in the report. It was suggested that this type of detail may be important in hiring the next Town Manager.

There was a question regarding the change in the setting arrangement on the dais. Interim Attorney Johnston indicated that the presiding officer has that authority, as provided for in the charter. She conveyed that it would be appropriate to have a workshop on this topic related to rules and procedures.

#### 5. Town Manager Recruitment

Interim Town Manager Duncan indicated that he put this item of the agenda to give some direction to staff.

Council indicated that the Out of Scope Report that was scheduled for the next meeting would be helpful in understanding the tasks that need to be complete and their corresponding timelines. It was determined that this report would help develop an appropriate job description for the Town Manager.

Council agreed that the duties of the Town Manager and Town Clerk needed to be defined more clearly. There was a discussion among Council and staff among how the Town Manager should report how he/she spends his time. There was continued discussion about this item.

There was a discussion about Imagine That Performance and if it was possible to reduce the hours.

Interim Town Manager Duncan explained the duties of the Imagine That Performance team. He indicated that task orders are starting to wind down but that other tasks would come up.

Interim Town Attorney Johnston indicated that some of the items that were being discussed had legal implications.

There was no public comment.

Council asked if Imagine That Performance could help with searching for a Town Manager. Interim Town Manager Duncan indicated that his firm doesn't operate in that space. But, he indicated that the team's opinions could be offered.

Interim Town Attorney Johnston advised on behalf of the Town Manager on how an Executive Search firm would function. She advised that it would be best to wait until the Out of Scope report was presented.

#### 6. Tentative Agenda

Financial Consultant JP Murphy discussed the position that the Town finds itself in with regard to Boards and Committees and having difficulty in filling these positions. He indicated that there was difficulty finding qualified persons due to the size of the Town. He suggested that the Town Council look at considering a Special Magistrate to hear the appeals of the Town and the

applicant. He noted that the applicants can usually absorb the costs and that can be built into the fees.

The Interim Town Attorney explained the variance process and how difficult it is to fill boards and committees. She suggested that a Special Magistrate process is a better route and is more efficient.

There was continued discussion on the benefits and drawbacks on hiring a Special Magistrate or continuing on with your current methodology of filling boards and committees.

There was no public comment.

Council gave consensus to move forward with converting to a Special Magistrate process.

## 7. Budget Discussion

Financial Consultant JP Murphy indicated that he had worked with staff to find some reductions in the FY23 budget.

There was no public comment.

JP Murphy explained where changes were made from the last budget draft. There was continued discussion about the budget and ways to raise revenues in the future.

There was discussion about a fire assessment fee and offsetting the costs of fire service

There was ongoing discussion about the future costs and using reserves to balance the budget in the future.

## F. Mayor/Council Comments

Councilmember Zemaitis indicated that the Hollins High School Choir would be performing at the Town's Christmas Tree Lighting Ceremony.

There was a discussion among Council and staff regarding the development of a Sponsorship Program.

Councilmember Noble brought up the Safe Streets Program with Forward Pinellas. She indicated that there were federal grants available for the Town.

## G. Town Manager Comments

There were no comments made by the Town Manager.

## H. Adjournment

Motion to adjourn the meeting was made by Councilmember Roberts

A second was made by Councilmember Zemaitis

All in favor

A motion to adjourn the meeting was passed