

**BUSINESS MINUTES
SEMINOLE CITY COUNCIL
March 24, 2020**

The Business Meeting of the Seminole City Council was held on Tuesday, March 24, 2020, at 6:00 p.m., in City Hall, City Council Chambers, 9199 - 113th Street North, Seminole, Florida.

Mayor Waters called the meeting to order at 6:00 p.m.

Mayor Leslie Waters provided the invocation and led the Pledge of Allegiance. Mayor Waters also gave a tribute to Councilor Bob Matthews and led a few moments of silence in his memory.

PRESENT:

Mayor Leslie Waters, Vice Mayor Chris Burke, Councilor Roger Edelman, Councilor Trish Springer, City Manager Ann Toney-Deal, City Attorney Jay Daigneault, and Secretary to the City Manager Marcus Smith. Present by teleconference: Councilor Thom Barnhorn, Councilor Jim Olliver. Not present: City Clerk Ann Marie Mancuso.

PRESENTATIONS:

- **2018-2019 AUDIT PRESENTATION**

Peter Schatzel, Senior Auditor of Wells, Houser & Schatzel presented the 2018-2019 audit report. He stated that his firm received the full support of this audit from both the financial and non-financial staff of the City. He also stated that the City of Seminole is in very sound financial condition and all accounting records were found to be accurate and in very good order. The City of Seminole had a 5.5 month reserve amount of 7.8 million dollars as of September 30, 2019. The amount of the City's liquid investments and cash is 16.5 million dollars. The firefighters pension trust fund is 89.3% funded. The Capital outlay investment was a total of 3.7 million dollars and it was done without any borrowing. Some of those investments were new generators, a new fire engine, a re-roofing at City Hall, heating and air conditioning replacements, road improvements and the purchase of the Repetto property. There is currently no long- term debts.

1. PUBLIC COMMENTS:

-None-

2. CONSENT AGENDA

A. BUSINESS MEETING MINUTES: MARCH 10, 2020

- B. EXPEND CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS IN THE AMOUNT OF \$146,900 FOR CORRUGATED METAL PIPE (CMP) STORMWATER PIPING.
- C. CONSIDER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT (ILA) WITH PINELLAS COUNTY TO CONDUCT A NUTRIENT SOURCE TRACKING STUDY.
- D. ACCEPT THE ANNUAL FINANCIAL AUDIT (COMPREHENSIVE FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019.

Motion made by Councilor Edelman, seconded by Vice Mayor Burke to approve the Consent Agenda.

ALL IN FAVOR. MOTION PASSED UNANIMOUSLY

3. ACTION ITEMS

A. CONSIDER A FIRST READING OF ORDINANCE NO. 03-2020 REGARDING A VOLUNTARY ANNEXATION OF PROPERTY LOCATED AT 11301 – 88TH TERRACE NORTH.

Secretary to the City Manager Marcus Smith read Ordinance No. 03-2020 by title only. City Manager Toney-Deal stated that this is a voluntary annexation that has been reviewed for consistency with *State Statue* and staff is recommending its approval.

Roll Call

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|--------------------|-----|
| Mayor Waters | AYE |
| Vice Mayor Burke | AYE |
| Councilor Barnhorn | AYE |
| Councilor Edelman | AYE |
| Councilor Olliver | AYE |
| Councilor Springer | AYE |

Motion made by Councilor Springer, seconded by Vice Mayor Burke to approve Ordinance No. 03-2020 on first reading.

ALL IN FAVOR. MOTION PASSED UNANIMOUSLY.

B. ADOPT RESOLUTION NO. 02-2020 DECLARING A STATE OF LOCAL EMERGENCY IN SEMINOLE AS A RESULT OF THE CORONA VIRUS (COVID-19).

Secretary to the City Manager Marcus Smith read Resolution No. 02-2020 by title only. City Manager Toney-Deal stated that an Emergency Proclamation was signed by Mayor Waters previous to the Resolution upon the recommendation of the City Attorney. This Proclamation allows the staff to operate and do the functions of the City during a crisis.

Councilor Burke questioned whether this State of Local Emergency will need to be reevaluated if additional action needs to be taken. City Attorney Daigneault stated that the *State Statute* gives the authority to regulate the areas annunciated by the Statute, however, if there is a need or desire to go beyond that, then it will be assessed as the need arises.

Motion made by Vice Mayor Burke, seconded by Councilor Springer to adopt Resolution No. 02-2020.

ALL IN FAVOR. MOTION PASSED UNANIMOUSLY.

C. ESTABLISH A PROCESS FOR FILLING OF CITY COUNCIL VACANCY.

City Manager Toney-Deal stated that due to the passing of Councilor Bob Matthews, there is now a vacancy on the Seminole City Council. According to the *Seminole City Charter* the seat is required to be filled within sixty (60) days. However, the *Seminole City Charter* does not indicate any *Charter* requirement on the process of filling the vacancy. City Manager Toney-Deal asked Council to determine/establish a process.

Vice Mayor Burke suggested that former Councilor Jim Quinn be asked if he would serve the remainder of the term for the open Council seat. If he is not interested, then an application/self-nomination process be done through the Clerk's office. The application process would consist of an advertisement in the newspaper and on the internet, along with an application form.

The inquiry to former Councilor Quinn would be made through the City Manager.

Mayor Waters opened the floor for public comment. Receiving no public comment, Mayor Waters closed public comment.

Motion made by Vice Mayor Burke, seconded by Councilor Springer to ask former Councilor Jim Quinn if he would rejoin the City Council to fill the remaining term of Councilor Bob Matthews, if he is not interested, then the process for filling that open seat would be an advertised application process which would go through the City Clerk's office.

Roll Call

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|--------------------|-----|
| Mayor Waters | AYE |
| Vice Mayor Burke | AYE |
| Councilor Barnhorn | AYE |
| Councilor Edelman | AYE |
| Councilor Olliver | AYE |
| Councilor Springer | AYE |

ALL IN FAVOR. MOTION PASSED UNANIMOUSLY.

4. CITY MANAGER REPORT

City Manager Toney-Deal stated that the City is in the process of completing a City of Seminole Informative Newsletter in regards to the Corona Virus (COVID-19). This newsletter will be distributed electronically and posted on the City's website.

The City is also adhering to the CDC guidelines of social distancing, and an employee questionnaire and temperatures are taken on arrival to work at each City location.

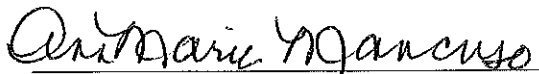
Councilor Edelman inquired about the Information Specialist position. City Manager Toney-Deal stated that the first round of interviews have already taken place and second interviews will be scheduled using skype.


Councilor Edelman also gave accolades to the new kayak launch at Waterfront Park.

5. MOTION FOR ADJOURNMENT

Mayor Water adjourned the meeting at 7:36 p.m.

Date Approved: 4-14-2020


Minutes prepared by City Clerk
Ann Marie Mancuso


Leslie Waters, Mayor