

**TOWN OF ST. LEO  
SPECIAL COMMISSION MEETING  
JANUARY 14, 2013  
6:00 PM**

**OPENING** Mayor Hamilton

**INVOCATION AND PLEDGE OF ALLEGIANCE** – Mayor Hamilton

**ROLL CALL** Donna DeWitt, O.S.B. – Mayor Pro Tem  
James Hallett, O.S.B. - Commissioner  
William E. Hamilton - Mayor  
John “Jack” Gardner – Commissioner  
Robert Courtney – Commissioner

**STAFF** Joan Miller - Town Clerk

<b><u>GUESTS</u></b>	Jim Wells	Robert Inslee
	Mike Sherman	Kalvin Switzer
	Bill Burgess	Gordon Oderdonk
	Bob Hughes	Mark Jones
	Michael Barthle	Julie Diaz
	Bill Poe	

Clerk Miller presented the construction status of Saint Leo University projects.

Miller reported that there are presently 86 homes within the Lake Jovita Subdivision. Currently there are 22 developable lots which include one permitted home without a Certificate of Occupancy.

During the last several weeks there have been questions directed to Town Hall regarding voluntary annexation of land immediately to the east of the municipal town boundary.

**RFP 12-01 Professional Building Inspection and Building Plan Review Service**

The short list includes:

1. Choice Consulting and Inspection Services, Inc.
2. City of Dade City Building Department
3. Nova Engineering and Environmental Services

Each contractor gave a short presentation.

Kalvin Switzer and Bill Burgess representing Choice Consulting and Inspection Services spoke first.

Next, City Manager, Bill Poe spoke for the Dade City Building Department.

Lastly, Bob Hughes and Mark Jones represented NOVA Engineering.  
Page 2, Special Meeting, January 14, 2013

Each contactor answered questions asked by the commission. Topics of discussion included, hours of availability, emergency contingency plans, fee schedules, and administrative oversight.

More efficient professional service and increased revenue was the original intent for the request for proposals.

At the conclusion of the presentations all were asked to leave the room. Town Commissioners discussed the benefits and drawbacks of each company and decided which one would be the best fit for the Town.

After discussion a motion was made.

**MOTION: TO ENTER INTO NEGOTIATIONS WITH THE DADE CITY BUILDING DEPARTMENT TO WORK ON BEHALF OF THE TOWN FOR PROFESSIONAL BUILDING AND PLAN REVIEW SERVICES.**

Details of a contract will be subject to negotiations with the new contractor.

**MOTION BY:** Commissioner Gardner

**SECOND BY:** Commissioner Hallett

Discussion.

**VOTE:** Unanimous for Approval, 5/0

The contractors were invited to reconvene with the Commissioners. The project was awarded to Dade City Building Department.

The Commission thanked everyone for all the professional time and effort in presenting an offer to the Town. The Town announced that the Dade City Building Department was accepted

**ADJOURNMENT**

**MOTION: TO ADJOURN MEETING AT 7:05 P.M.**

**MOTION BY:** Commissioner Gardner

**SECOND BY:** Commissioner Courtney

Discussion.

**VOTE:** Unanimous for Approval, 5/0

Respectfully, Joan Miller, M.M.C.