

**TOWN OF ST. LEO
COMMISSION MEETING
March 10, 2014
7:00 PM**

OPENING Mayor ProTem Inslee

INVOCATION AND PLEDGE OF ALLEGIANCE – Commissioner Hallett

ROLL CALL Donna DeWitt, O.S.B. – Commissioner
James Wells – Commissioner
Jack Gardner – absent
James Hallett, O.S.B. – Commissioner
Robert Inslee – Mayor Pro Tem

STAFF Joan Miller – Town Clerk
Patricia Petruff, Esquire – Attorney
Andrea Calvert – Assistant to the Clerk

GUESTS Approximately 10 guests

MINUTES **MOTION: TO APPROVE THE MINUTES OF FEBRUARY 10, 2014.**
MOTION BY: Commissioner Wells
SECOND: Commissioner Hallett
Discussion.
VOTE: Unanimous for Approval, 4/0

EXPENSES AND BUDGET REVIEW
MOTION: TO ACCEPT FINANCIAL REPORT DATED MARCH 10, 2014.
MOTION BY: Commissioner Hallett
SECOND: Commissioner Wells
Discussion.
VOTE: Unanimous for Approval, 4/0

PUBLIC COMMENT - none

MAYORS REPORT –

AUDIT Judd Baggett of Baggett Reutimann & Associates CPAs PA, presented the Annual Town Independent Audit Report for the year ended September 30, 2013. Mr. Baggett explained the audit, section by section, and stated that there were no deficiencies, remarks or irregularities to report. He commended Clerk Miller for her efficiency and organization.

MOTION: TO ACCEPT GENERAL PURPOSE FINANCIAL STATEMENTS DATED SEPTEMBER 30, 2013.
MOTION BY: Commissioner Hallett
SECOND BY: Commissioner Wells
VOTE: Unanimous for Approval, 4/0

Auditor Letter of Engagement

MOTION: TO ACCEPT THE LETTER OF ENGAGEMENT FROM AUDITOR BAGGETT AMENDING THE ANNUAL INCREASE USING THE “YEAR END CPI” AT A MAXIMUM OF 3%.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner DeWitt

VOTE: Unanimous for Approval, 4/0

Pasco County Assistant Planning and Development Administrator – Carol Clarke, AICP

Ms. Clark attended this meeting to explain changes that the County had requested be made to the House Bill 1401. The requested changes are: section three (3), the area to be contracted be designated by the legislature as Residential Use 1 (R1), any permanently open land (POL) be designated as Conservation, and the Town of St. Leo Land Development Code stay in full affect until Pasco County completes a rezoning. Commissioner Inslee has no problem recommending to include this amendment as long this does not create a problem for the progress of the House Bill. Commissioner Wells asked Ms. Clark for written acknowledgement regarding the clarification of Pasco County regarding interpretation of section three (3). Clark said that she would give this letter to the Town.

Attorney Petruff noted that the zoning verbiage should be changed so as to not include impact fees.

Ms. Clarke (tonight) delivered a letter from Michele Baker to Mayor Gardner dated February 27, 2014. In the letter, Baker asks that the Town consider allocating the remaining transportation impact fees collected from residents within the Lake Jovita Subdivision to a Pasco County Capital Improvements program.

An interlocal agreement could be written to direct funds for this purpose.

Ms. Clark asked if the commission was amenable to supporting this use of Town transportation impact fees.

IMPACT FEES COLLECTED BY THE TOWN OF ST. LEO FROM THE AREA OF LAKE JOVITA SUBDIVISION WITHIN MUNICIPAL BOUNDARIES AND THOSE MATURING AFTER SEPTEMBER 30, 2014, WILL BE ALLOCATED TO A JOINT FUNDED RECONSTRUCTION PROJECT WITH PASCO COUNTY AT THE INTERSECTION OF CLINTON AVENUE AND PROSPECT ROAD.

MOTION BY: Commissioner Wells

SECOND BY: Commissioner Inslee

Discussion.

VOTE: Unanimous for Approval 4/0

Mayor ProTem Inslee directed Attorney Petruff to work with Carol Clarke to articulate desired wording for the amendment to the House Bill as soon as possible and to also work together on a mutually acceptable Interlocal agreement regarding allocating certain impact fees to assist in funding a project at Clinton Avenue and Prospect Road. A drafted Interlocal Agreement would then be signed by the Town and Pasco County, committing those fees to be paid by the Town and be used by Pasco County for that specific project.

Page 3, Regular Commission Meeting, March 10, 2014

Petruff reviewed the House Bill changes including that the Town agrees to Section three (3), Section four (4) will be deleted and Section (five) 5 may be amended or deleted after discussion with the Pasco County Attorney.

COMMISSION REPORT - none

ATTORNEY REPORT

Local House Bill 1401 continued.

Email from Amanda Murphy's office regarding the process of the house bill progression.

Petruff said that since she will already be amending the House Bill, she will add the effective date of September 30, 2014.

Petruff also reminded the Commission of the Florida League of Cities Legislative Action Days on April 1 and 2, 2014 and encouraged the commission to participate.

Progressive Waste Solutions

The new contract is still being reviewed and changes are being made.

The toters are assets that are owned by the Town of St. Leo. An agreement with Progressive Waste is one possibility to assist with the transition of these assets.

Commissioner Inslee consider available options and will have a report at the next meeting.

Police Education Fund

Ordinance 85-1 states that \$2.00 is collected for every conviction in the Town and placed into a restricted fund for the purpose of education of Town Deputies. The ordinance no longer applies and can be removed from Town Code by ordinance, effectively dissolving the fund and transferring remaining money into general revenue.

Attorney Petruff was directed to draft an ordinance for a first reading in April.

TIFF Initiative – To Inform Families First

Informative flyers are now available in the foyer.

CLERK NOTES

ORD 14-01 Clerk Miller said that that the second reading of Ordinance 14-01 was planned for this evening, however due to an error by the Tampa Bay Times, the final hearing will be advertised for April 2014.

Certificates of Deposit

Three Certificates of Deposit are coming due.

MOTION: TO CONTINUE TO MONITOR RATES AND ROLL OVER THE CERTIFICATE OF DEPOSITS PRESENTLY AT CENTRAL BANK.

MOTION BY: Commissioner Wells

SECOND BY: Commissioner Inslee

Discussion.

VOTE: Unanimous for Approval 4/0

UNFINISHED BUSINESS

Ideas for use of impact fees were discussed and will be discussed again after new commissioners are seated in May.

Commissioner Inslee asked what that status of the Iafrate annexation is. Attorney Petruff said that the Iafrate's attorney asked to slow down the process until after conclusion of the pending House Bill.

NEW BUSINESS

Holy Name Monastery

Commissioner Wells suggested that there was a missed opportunity to provide the Holy Name Monastery with a proclamation celebrating their 125th year anniversary.

Noise and Light Ordinance

Commissioner Wells suggested that this would be a good time for the Town to consider creating a noise and light ordinance.

MOTION: TO HAVE ATTORNEY UPDATE THE NOISE ORDINANCE AND DRAFT A LIGHT ORDINANCE FOR REVIEW.

MOTION BY: Commissioner Wells

SECOND BY: Commissioner Inslee

Discussion.

VOTE: Unanimous for Approval, 4/0

**Correspondence from San Antonio Mayor regarding Saint Leo University Plant Operations Facility
SPR/VAR #14-A**

A letter from Mayor Newlon regarding the proposed use of Pompanic Street and McMullen Drive for the Saint Leo Plant Operations project was noted. The San Antonio City commissioners "do not approve of the use of Pompanic Street and McMullen Drive for this project."

ADJOURNMENT

MOTION: TO ADJOURN MEETING AT 8:35 P.M.

MOTION BY: Commissioner Wells

SECOND BY: Commissioner Hallett

Discussion.

VOTE: Unanimous for Approval, 4/0