

THE CITY OF MADEIRA BEACH, FLORIDA  
PUBLIC NOTICE

**BOARD OF COMMISSIONERS**  
**WORKSHOP MEETING ACTION MINUTES**

2:00 P.M.

TUESDAY, May 23, 2017

COMMISSION CHAMBERS

**A. CALL TO ORDER** The meeting was called to order at 2:00 PM

**B. ROLL CALL**

**Members Present:** Maggie Black, Mayor  
John Douthirt, Vice Mayor  
Terry Lister, Commissioner District 1  
Nancy Hodges, Commissioner District 2  
Nancy Oakley, Commissioner District 3

**STAFF PRESENT:** Thomas Trask, City Attorney (CA)  
Derryl O' Neal, Fire Chief/Acting City Manager  
Nick Lewis, Interim City Clerk  
Dave Marsicano, Public Works/Marina Director (PW/MD)  
Doug Andrews, Events and Recreation Director (ERD)

**C. TOPICS**

**1. DISCUSSION ON ATTORNEYS LETTER REGARDING MR. CRAWFORD'S SUSPENSION**

*Thomas Trask, City Attorney*

City attorney Trask discussed the City receiving letters from Crawford's attorney entailing pending discussions. Possible resolution from the Crawford's attorney which will be tabled until next meeting.

**A motion to table this item was made by Commissioner Lister and seconded by Vice-Mayor Douthirt**

**THE MOTION PASSED UNANIMOUSLY**

**2. DISCUSSION ON APPOINTMENT OF MADEIRA BEACH COMMISSION MEMBER TO THE BIG C**

Mayor Black stated that the current Mayor is typically appointed to this roll.

**A motion to appoint Mayor Black to the Big C was made by Vice-Mayor Douthirt and seconded by Commissioner Oakley.**

Commissioner Lister discussed appointing Vice-Mayor as an alternate. Commissioner Lister amended the motion to add Vice-Mayor Douthirt as an alternate and was seconded by Commissioner Hodges.

**THE MOTION PASSED UNANIMOUSLY.**

**3. DISCUSSION ON CREATING BID, BUDGET, AND CHARTER REVIEW COMMITTEE**

*Nancy Oakley, Commissioner District 3*

Commissioner Oakley discussed putting up forms on the City Website to apply as committee members. Three committees- Budget Review Committee, Charter Review Committee, Bid Review Committee, and Renewable Energy Committee; per Doug Andrews request. Commissioner Lister discussed parameters for number of committee members to be evenly distributed with one member from each district. Commissioner Hodges brought up minutes being taken for the committees. City Attorney Trask stated all committees need to be appointed by

resolution with specific parameters and boundaries including: quorums, responsibilities, how often they meet, and what would happen if no meeting takes place, Etc.

**THE CONSENSUS WAS TO LET CITY ATTORNEY DRAFT A RESOLUTION TO CREATE COMMITTEES.**

**4. DISCUSSION ON WELCOME SIGNS**

*Nancy Hodges, Commissioner District 2*

Dave Marsicano discussed City Budget of \$15,000 for improving signage that needed to be added or replace existing.

**THERE WAS NO CONSENSUS SO THE ITEM WILL BE ON THE NEXT REGULAR COMMISSION MEETING**

**5. DISCUSSION ON INTERIM CITY CLERK SALARY**

City Attorney Trask discussed memo from Nick Lewis on pay scale for City Clerk salary.

Vice-Mayor Douthirt discussed current baseline salary for a City Clerk in the amount of \$66,560 annually. Vice-Mayor Douthirt suggested a pay raise to be given to Interim City Clerk retroactively.

**THERE WAS NO CONSENSUS SO THE ITEM WILL BE ON THE NEXT REGULAR COMMISSION MEETING**

**6. DISCUSSION ON POSTING CITY CLERK JOB**

Mayor Black discussed City Clerk job posting with a requirement to obtain a certification. Commissioner Oakley discussed importance having a Certified City Clerk and or equivalent work experience. City Attorney Trask suggested Budgeted Director Walter Pierce prepare ad for job description. Commissioner Lister reiterated importance of City Clerk certification to be included in job posting.

**THERE WAS NO CONSENSUS SO THE ITEM**

**Public comment - Citizen John Hendrix of 569 Normandy Rd. Madeira Beach Distributed handouts to commissioners of E-mails between commissioners.**

**7. DISCUSSION ON POSTING CITY ATTORNEY CONTRACT**

City Attorney Trask discussed he will not be renewing contract. His recommendation to appoint Erika Ongello on interim basis under the same current contract terms agreement with the same hourly rate and retainer. City Attorney Trask discussed other option of RFP for the position. Commissioner Hodges inquired on Erika Ongello's other commitments and work experience. City attorney Trask stated Erika Ongello has availability in her schedule to attend City of Madeira Beach BOC meetings.

**CONSENSUS WAS TO TABLE ITEM UNTIL NEXT MEETING**

**8. DISCUSSION ON APPOINTING AN ACTING CITY MANAGER**

City Attorney Trask stated under Charter 5.3 commission has the capability to appoint Acting City Manager during the term without City Manager. City Attorney Trask recommended discussion on appointing Interim City Manager for next meeting.

Mayor Black recommendation to appoint Fire Chief O'Neil. Commissioner Lister did not agree with putting added responsibility on Fire Chief O'Neil. Mayor Black and Commissioner Oakley stated Chief was doing an excellent job filling in as acting City manager. Commissioner Hodges stated her concerns of added responsibility in addition to his job as Fire Chief. Chief O'Neil discussed his work and education experience being concurrent with the role as Acting City Manager. He discussed the importance of keeping the City operating with high standards and stated he would be able to complete the task, as it was a temporary position.

**THE CONSENSUS WAS TO MAKE DECISION AT SPECIAL MEETING**

**9. DISCUSSION BUDGET CALENDAR**

*Walter Pierce, Budget Director*

Walter Pierce discussed handout on 2017-2018 Tentative budget calendar year to include calculation of revenue as a guide for completing upcoming budget.

**THERE WAS NO CONSENSUS ON THIS ITEM**

**10. DISCUSSION ON CITY'S BANKING/FINANCIAL INSTITUTIONS ACCOUNT ACCESS**

*Walter Pierce, Budget Director*

Budget Director Walter Pierce discussed needing council approval for granting City Banking access to Patrick Cade. Walter Pierce stated this was temporary access until he is named Finance Director and can assume this responsibility.

Mayor Black stated there will be further discussion on account access at the next meeting.

**CONSENSUS WAS TO TABLE UNTIL SPECIAL MEETING**

**11. DISCUSSION ON CONTRACT APPROVAL AND PROCUREMENT AUTHORITY**

*Walter Pierce, Budget Director*

Budget Director Walter Pierce discussed needing approval and procurement authority from a financial aspect.

**CONSENSUS WAS TO TABLE UNTIL SPECIAL MEETING**

**12. DISCUSSION ON STATE APPROPRIATIONS FPR BALL FRIEL LIGHTING**

*Doug Andrews, Recreation Director*

Recreation Director Doug Andrews discussed a budget of \$200,000 for L.E.D lighting for the ballfields. He stated the City lobbyist believes it be approved and if so can save the City between \$10,200-17,000 in energy costs annually. Doug Andrews stated this would lower the overall carbon footprint and energy costs and reduce glare on water.

Commissioner Lister asked about projected savings and Doug Andrews answered the City would save around 40% and pay for themselves in due time.

**CONSENSUS WAS TO TABLE ITEM**

**13. DISCUSSION ON POSSIBLE EVENTS AT THE RECRETION CENTER**

*Doug Andrews, Recreation Director*

Recreation Director Doug Andrews stated his staff needed direction on what way events go as a City. Andrew's stated each event needs approval and if the Recreation Center is waiving fees he would like to be credited for the amount. Commissioner Douthirt discussed wanting to go over the fee schedule. Commissioner Lister stated the fee schedule is a money maker and the City is not in the business to make money. Commissioner Lister stated the importance of making the community enjoy City events. Mayor Black inquired on when the fee schedule was last revised. David Marsacano stated the fee schedule is approved with each new budget.

**THERE WAS NO CONSENSUS ON THIS ITEM**

**14. DISCUSSION ON WORKOUT FACILITY**

*Doug Andrews, Recreation Director*

Doug Andrews discussed structuring the workout facility that makes scents with City insurance. Walter pierce stated the City insurance carrier would increase costs if facility use changes and to proceed with caution. Commissioner Oakley asked Doug Andrews for inventory of workout room. Commissioner Lister stated he believed opening the facility to public is a liability. Commissioner Hodges suggested the idea of giving the workout equipment to the fire station and using the room for cards. Doug Andrews suggested to table the discussion.

**ITEM WILL BE ON NEXT WORKSHOP**

**15. DISCUSSION ON PUMP OUT BOAT**

*Dave Marsicano, Public Works/Marina Director*

Dave Marsacano stated the operations plan for the pump out boat had a total cost of \$108,247.90 with a grant award for \$81,185.90 leaving a cost to the City for \$27,000.

Commissioner Lister stated he believed it was prudent for the City moving forward. Commissioner Douthirt discussed questions for annual costs. Commissioner Lister reiterated he thought the pump out boat was an excellent idea. Mayor Black stated she would like a business plan before moving forward. Commissioner Oakley reiterated she would like to see a business plan.

**ITEM WILL BE ON NEXT WORKSHOP MEETING**

**16. DISCUSSION ON VEHICLE REPLACEMENT PLAN**

*Dave Marsicano, Public Works/Marina Director*

*Derryl O'Neal, Fire Chief*

Fire Chief O'Neil discussed the purchase of replacement vehicle with a \$35,000 budget. This purchase will replace a 1998 Ranger in the Fire Department with a cost of \$31,000. He stated a 1999 Dodge Ram in poor condition will be replaced by a Dodge 4X4 with a cost of \$24,900 purchased from Alan J fleet sales. Commissioner Oakley requested all vehicles be bid out. City Attorney Trask stated it would be advantageous to the City to use current bid.

**CONSENSUS WAS TO TABLE UNTIL NEXT MEETING**

**17. DISCUSSION ON FIRE INSPECTOR**

*Derryl O'Neal, Fire Chief*

Fire Chief O'Neil discussed importance of keeping up with fire inspections. He asked commission to consider adding a fire inspector; would bring an added \$33, 000 in revenue.

**CONSENSUS WAS TO TABLE UNTIL NEXT MEETING**

**18. DISCUSSION ON ORDIANANCE 2017-06**

City Attorney Trask discussed a revision to code to be in line with Pinellas County. This revision would change the hours of alcoholic beverages being sold 8:00am- 3:00am 7 days per week. Mayor Black stated they will be moving forward with this code revision.

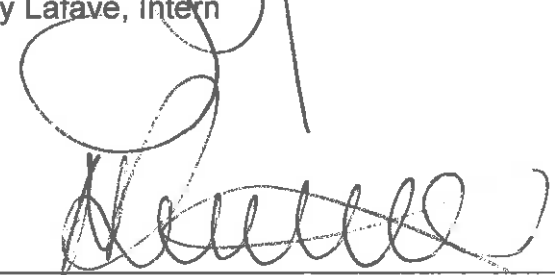
**THERE WAS NO CONSENSUS ON THIS ITEM WILL BE ON THE NEXT REGULAR COMMISSION MEETING**

D. ADJOURNMENT - Meeting adjourned at 3:32 PM

Minutes Prepared by \_\_\_\_\_

  
Lacy Lafave, Intern

Minutes Reviewed by \_\_\_\_\_

  
Andrea Gamble, Interim City Clerk

Minutes Approved by \_\_\_\_\_

  
Maggi Black, Mayor