

**TOWN OF ST. LEO
COMMISSION MEETING
February 9, 2015
7:00 PM**

OPENING Mayor Christmas

INVOCATION AND PLEDGE OF ALLEGIANCE – Gregory P. Smith

ROLL CALL Donna DeWitt, O.S.B. – Commissioner
Gregory P. Smith - Commissioner
Richard H. Christmas – Mayor
James Hallett, O.S.B. - Mayor Pro Tem
C. Arnold Curington – Commissioner

STAFF Joan Miller, MMC - Town Clerk
Jan Norsoph – Town Planner

GUESTS Barbara Berberich
David Parrish
Dennis Berberich – San Antonio Commissioner
Margaret Curington
Deborah Gillars
Cindy Lee-Saint Leo University Director of the Master of Social Work Program
and Prodigy Contract Manager
Deputy John Merwin – Pasco County Sheriff’s Office
Frances Ramos-Site Manager for Pasco Prodigy

MINUTES **MOTION: TO APPROVE MINUTES OF THE JANUARY 12, 2015
COMMISSION MEETING.**

MOTION: Commissioner Curington
SECOND: Commissioner Smith
Discussion.
VOTE: Unanimous for Approval, 5/0

EXPENSE AND BUDGET REVIEW

**MOTION: TO ACCEPT FINANCIAL REPORT DATED
FEBRUARY 9, 2015.**

MOTION: Commissioner Hallett
SECOND: Commissioner Curington
Discussion.
VOTE: Unanimous for Approval, 5/0

PUBLIC COMMENT – none

MAYOR'S REPORT

Settlement Agreement and Road Improvement Agreement

Stipulations by both St. Leo and San Antonio were added and the agreement was signed on January 30, 2015. Highlights of the agreement were discussed.

The maintenance right-of-way map is to be delivered to the Town within ten days of the execution of the agreement.

ORDINANCE 15-01 Floodplain Management

Planner Norsoph gave a brief explanation of the following ordinance. Mayor Christmas read the final reading of Ordinance 15-01 by title only.

MOTION: TO ADOPT ORDINANCE 15-01 AMENDING THE TOWN OF ST. LEO CODE OF ORDINANCES, PART III OF THE TOWN OF ST. LEO LAND DEVELOPMENT CODE, BY DELETING IN ITS ENTIRETY ARTICLE XV. FLOOD DAMAGE PROTECTION AND ADOPTING A NEW ARTICLE XV. FLOODPLAIN MANAGEMENT WITH STATE MODEL ORDINANCE NUMBERS REFERENCED IN THE ARTICLE; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR; TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES; TO AMEND CHAPTER 14 BUILDINGS AND BUILDING REGULATIONS TO ADOPT LOCAL ADMINISTRATIVE AMENDMENTS TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

MOTION BY: Commissioner Hallett

SECOND BY: Commissioner Smith

Discussion. Dade City will be the Flood plain Administrator.

VOTE: Unanimous for Approval, 5/0

PROCLAMATION 15-01, “Prodigy Cultural Arts Program Month”

Cindy Lee accepted the proclamation from Mayor Christmas on behalf of Saint Leo University and Prodigy Cultural Arts.

A cultural arts showcase will be held on Feb 24, 2015 from 4:30PM to 7:00PM in the University School of Business.

PROCLAMATION 15-02, “Honoring St. Leo Citizen Clare Christmas”

Mayor Christmas read a proclamation that described the dedication and hard work by Clare Christmas of excavating, identifying and preserving historical artifacts from the earliest days of the Town of St. Leo. Commissioners, Town Staff and the public appreciate and enjoy the display in Town Hall. Unfortunately Clare was unable to attend the meeting this evening.

PROCLAMATION 15-03, “Social Work Paves the Way for Change”

Mayor Christmas read a proclamation recognizing professional social workers, educators and social work students for their commitment and dedication to individuals, families and communities everywhere. Mayor ProTem Hallett will

present this document at a Saint Leo University event on March 13, 2015 in the Student Community Center.

COMMISSIONER'S REPORT

Students Working Against Tobacco

Commissioner Smith will be participating in a conference call regarding fruit and candy flavored tobacco products and underage smoking.

Lake Levels

Commissioner Smith provided a handout describing recent changes made by Southwest Florida Water Management District to upgrade the datum used to record water level elevation in Lake Jovita. The Land Development Code and related ordinances will be reviewed to see if amendments are required.

ATTORNEY'S REPORT - none

PLANNER'S REPORT

Comprehensive Maps and Technical Support Chapter

Comprehensive Plan changes need to be made to reflect post-contraction municipal boundaries. Changes will take the form of a large scale plan amendment. Since the Commission and Planner will be going through this process, Jan Norsoph suggested that the commission read through the Future Land Use Element (at a minimum), to see if any changes are needed and to provide input into the process. Ideas can be incorporated in March and a first reading/public hearing could possibly occur in May.

Workshop on Comprehensive Planning

Planner Norsoph reviewed major comprehensive plan changes that have been made over the years. He discussed how the comprehensive plan impacts the land development code, development orders and permitting process. He also covered intent, required elements and concurrency topics related to the comprehensive plan.

CLERK'S REPORT

Ethics Training As of January 1, 2015 Commissioners are required by the State to complete four hours of ethics training, and one hour each of Sunshine Laws and Public Records Management. At this time, the best course to take is the online, \$85 Ethics package given by the John Scott Dailey Florida Institute of Government. Clerk Miller will report other options as they become available.

International Institute of Municipal Clerks Region III

Clerk Miller attended the Conference in Jacksonville on January 14th through 16th. Miller spoke about session topics and how they related to the Town of St. Leo.

2015 Municipal Election

There are two open commission seats which are presently held by Commissioners' Curington and Smith. Commissioner Smith has returned his qualifying papers and Commissioner Curington does not plan to requalify. If anyone is aware of a Town resident that would like to serve on the commission have them contact the Clerk immediately as the qualifying period ends on February 17, 2015 at 12 PM.

Email Miller asked that each commissioner notify her if they would like to continue receiving various email from the Florida League of Cities and other sources.

Pasco County Fair

The Town will participate in the fair this year with a Community Exhibit. Andrea Calvert is working hard to create a booth that we can all be proud of. The theme of the 68th Annual Pasco County Fair is "Country Roots & Cowboy Boots", it will be open, February 16-22, 2015.

BUILDING LIAISON REPORT

Miller provided a report of the meeting that she attended on January 31, 2015 with Saint Leo University. This meeting dealt with a conceptual idea of Benedictine Hall to be used as a "black box" theatre and call center. Mention of a possible grass parking area to the west of Benedictine Hall with vehicles entering from the present Benedictine Hall entrance on SR52 was considered.

Pasco County a Charter County

During a recent Municipal Association Meeting, Pasco County Commissioner Michael Moore spoke about the possibility of Pasco County becoming a charter county. Elected municipal officials all agreed that a representative from each municipality should attend meetings and participate during the potential charter writing process. A letter was received from Pasco County Chairman, Ted Schrader inviting the Town to attend a workshop to be held on February 12, 2015, at 10 AM in the West Pasco Government Center Board Room located on the 1st floor, 8731 Citizens Drive, New Port Richey.

OLD BUSINESS -

Lemon Street and Fire Lane Survey

The Town has received one quote for the surveying of Fire and Lemon Street. Hopefully we will receive another during this next week.

FDOT Beautification Grant

The Town has received a Memorandum of Agreement to review, execute and return in order to continue with the Beautification Grant process. The agreement will be reviewed by the Town Attorney and then be discussed during the March 9th Commission meeting.

NEW BUSINESS

Saint Leo University President

Saint Leo University trustees have announced the appointment of William J. Lennox Jr. as the school's ninth president. Lennox will replace Arthur Kirk Jr. at the end of the current academic year. The Town will acknowledge his new position.

Glacier Data Offsite Backup

Clerk Miller has done research with Kevin Baker (Printech Consulting) to find the best ideas for archiving and online backup of Town data. Glacier Data Backup is appealing and cost effective. Mayor Christmas stated that this is a low cost solution to our need.

A Cup of Organic

Doug Torres is concerned about nearing the end of the last Temporary Use Permit. His next step would be to move into a building on the property and he cannot move forward at this time. Torres has requested to be on the agenda of the March meeting agenda.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING AT 8:49 P.M.

MOTION BY: Commissioner Smith

SECOND BY: Commissioner Curington

Discussion.

VOTE: Unanimous for Approval, 5/0

Respectfully, Joan Miller MMC