

**WORKSHOP MEETING
BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WEDNESDAY, JANUARY 29, 2020 – 6:00 P.M.
MINUTES**

ROLL CALL: Commissioner Robinson- present; Commissioner Neal- present; Vice Mayor Kapper-present; Mayor Henderson- present; Commissioner Drumm-absent

OLD BUSINESS

1.Update from Personnel Committee – Policy Manual

Lisa Henderickson, chairperson for the Personnel Advisory Committee, as well as Bill Karjeski (District 4) and Jim Parker (District 1), gave a brief history on the committee receiving the Town policy and procedure manual and the process they have taken to meet all legal and Florida Sunshine regulations. The first item in discussion was seeking legal guidance from the Town Attorney, Attorney Denhardt, to find out if there was a conflict between the Town charter and the policy manual. On July 23rd, 2019 Attorney Denhardt submitted a letter stating there was no conflict between the charter and policy manual. The committee stated they had a better understanding that the charter establishes the law, whereas the policy manual creates the details on how the law is carried out.

After receiving further direction from the Commission the committee focused on the following items: (1) bringing the manual up-to-date with gender neutral language, (2) incorporating personnel matters into elements of the employment manual, and (3) looking at resolutions that establish policy over the past twenty-four (24) years, due to this being the last time the manual was updated.

The outcome is that the prior manual had had two elements, it had policy and procedures together, to better stream line the committee is presenting a framework for the policy manual, which focuses solely on policy, and then leaving the procedures to speak about general office procedures (which will be kept either by the City Clerk and/or the Commission). The committee is not changing the policy, it is up to the Commission to do so. The policy has been updated to represent gender neutral, remove outdated information and all the redundancy. Through the process, the committee sought two other legal opinions from Denhardt Law and the Florida League of Cities to confirm there was no violation with the Sunshine Law in the manual and there were no contradictions with the manual and the Florida Municipal Trust Policy, which is the liability carrier for the town. Both opinions were received, and the recommendations were incorporated into the policy manual. The manual does not address any topics of the charter, but the current version of the charter gave the committee the foresight for updating. The charter was last updated in 2012. They will seek adoption of the manual from the Commission.

Commissioner Robinson expressed gratitude to the committee for the work they have done. Furthermore, he stated he spent time with Mary after reading the version written by the committee and asked questions about the procedure side of things. The procedures, it's the committee intent to revise the procedures with the appropriate staff/commission to make sure it is streamline. The committee is happy to meet and work with Mary to help update an internal manual for office procedures. Commissioner Robinson asked Sarah Mauter, when she came

to the town if the policy manual, she was given was helpful, clear, not helpful or if she referred to them at all. Sarah stated that she read the manual but that it mainly came down to talking to Mary. The manual she received was mainly reviewed for holiday times, hours of operations, and general items, it was not referred to as what was expected of her. The overall opinion of Sarah was that the manual was outdated based on the format it was written in. Lisa Henderickson asked Sarah if the items mentioned were in the employee manual, Sarah responded that the way they were given to her were altogether as one document and that there was really no break in manuals.

Discussion took place regarding the verbiage in the policy, the redundancy throughout the policy and procedures, the powers that the Mayor has, as well as the difference between the policy manual and charter. Commissioner Neal stated he would like to meet with the committee on changing the verbiage regarding the powers and duties of the Mayor's office, and if needed possibly doing a referendum to change those powers and duties. Christy Herig stated that when she sat on the committee, they determined the charter would be review in ten (10) years, which means in 2022 it will be reviewed again.

2.Update – Sewer Rehab Presentation

Commissioner Neal spoke about the sanitary sewer major rehab project. A brief history was given on the sewer system and the process that has begun to clean up and fix the system. It was recommended by Commissioner Neal in 2017 that the sewer clean out was done. There is 27,000 linear feet of sewer underground (private, main lines, and town), 5.12 miles of pipe underground. The town smoke tested the whole system and addressed the failures they found. All the mains in town and private laterals are one system, and so far, the town has completed 16,411 feet of liner line.

Town Laterals- discussion transferred to showing items on the boards that were sent in from Commissioner Neal. There are eight (8) manholes that have been completely refurbished. There is 6,000 liner feet that has been cleaned and repaired. The laterals are in terrible shape, there is sediment, broken pipes, and pipes that are overset. Currently, they are in the process of rehabbing all the town owned laterals and relining the pipe (a reline is a roll of plastic/vinyl that goes in the line and pushes it into the lateral and adheres to the existing pipe), this will help to not tear up the roadway. The process is being used by Pinellas county and other jurisdictions. The next streets to be down are the east side of Gulf Blvd, if they keep going like they are going it could take a couple of years. If everything stays the same, the town (that has a million-dollar budget for the project) will be on track with finances. However, the manholes are in bad shape and they may take extra money. There have been 75 laterals inspected, there has been thirty-one (31) clean- outs installed, six (6) laterals needed to be completely rehabilitated on 180th. By the comprehensive rehab being done in house we have saved roughly \$250,000-\$300,000 dollars. This is an ongoing project to help with preventive maintenance. The state of the sewer system is much better today than five (5) years ago. If there is a broken pipe, it will need to be torn out and replaced and then lined with the plastic/vinyl.

Commissioner Robinson gave credit to Commissioner Neal about the work being done and believes in the rehab of the sewer system. The question was asked if there was any notation of the main lines, what the history has been in the main lines, and if the work being done has dramatically reduced midnight calls? Commissioner Neal stated they are all new and have new liners inside of them and it has cut down on the midnight calls being received. On 180th the road had to be tore up to fix the main line. Commissioner Robinson also asked about lining the laterals versus lining the main line, as far as cost and time, being more, less consistent, with regard to labor intensity. Commissioner Neal stated it's the same company doing the project, but the laterals take more time because of the tear up and fixing because of the status of them. The estimate is probably a two-year project to complete everything. Commissioner Neal stated it cannot go quicker because of the manpower.

Private laterals- the county is drawing up a private lateral repair for all the municipalities to adopt. If your line

causes the town issues on their line, the owner must fix it. Commissioner Robinson asked about an inspection on the lateral once it is fixed. Commissioner Neal stated if the problem is visible from the private lateral, it will automatically be inspected. The question was raised about how the town will police the problem if damage is done to the town lateral. Commissioner Neal stated a smoke test will be done. Furthermore, there has been a barrier purchased to cover the manhole covers to protect the sewer stem from the rainwater coming in.

3.Discussion – Buffer Zone between Property Lines and Coastal Construction Line

Commissioner Neal spoke about the Floodplain Manager booklet and referred to Chapter 6 in the manual, where it explains the CRS program that the town participates in and specifically about the green space in the town. Commissioner Neal read sections of the chapter regarding setbacks and green space. Furthermore, he advised the Commission about the idea of “Taking” (stated in the Floodplain Manager manual) and how it refers to the resident’s property. The whole point Commissioner Neal is making is to not get caught up in the legal issues and perhaps ask the attorney for more help in understanding what the program is.

Discussion ensued about the points regarding Activity 420 and Activity 430. Mayor Henderson spoke about the new rules and regulations from FEMA for the CRS program will be more stringent. Mayor Henderson read an email sent from Bruce Cooper, Building Official, recommending that the town keep the setbacks that are in place. Commissioner Robinson spoke about it would not be wise to start changing the land use regulations. Furthermore, stating that there are new bills in Tallahassee that are being generated and if pushed through that will take away the Town’s ability to review properties and the land use change. It was the intent of Commissioner Neal was to bring forward the information from the Floodplain Manager booklet. Discussion went further to talk about the pool setbacks and asking for a hardship. Commissioner Robinson stated the issue will not be about a single property but doing this will affect the entire town.

Commissioner Neal stated the commission needs to know more about the process. Vice Mayor Kapper stated the commission should wait to see what Tallahassee does on January 30th, 2020 regarding the new bills coming through. Commissioner Robinson suggests leaving everything the way it is now.

NEW BUSINESS

MISCELLANEOUS

Mayor Henderson announced the following meeting dates:

Regular Meeting – Wednesday, February 12, 2020 – 6:00p.m.

Workshop Meeting – Wednesday, February 26, 2020 - 6:00 p.m.

Respectfully submitted,

Sarah Mauter
Deputy Town Clerk