

**SPECIAL TOWN COMMISSION MEETING MINUTES  
JULY 1, 2024**

**CALL TO ORDER**

The meeting was called to order by Mayor Pugh at 12:30 p.m.

**ROLL CALL**

Town Clerk Avery led the roll call, which was answered by the following:

|                         |         |
|-------------------------|---------|
| Mayor Pugh              | Present |
| Vice Mayor Coz          | Present |
| Commissioner Aijala Jr. | Present |
| Commissioner Cassidy    | Present |
| Commissioner Hutchins   | Present |

**PLEDGE OF ALLEGIANCE**

Mayor Pugh led the pledge of allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

**Commissioner Cassidy moved to approve the agenda; seconded by Vice Mayor Coz. Motion carried 5-0. (1:02)**

**PUBLIC COMMENT - (3-minute individual limit)**

Mayor Pugh opened the floor for public comment.

Terry Brown – stated that the budget packet should include upcoming narratives such as hurricane preparedness and goals.

Kristine de Haseth – spoke on the budget process and expectations. She also handed out an article to the Town Commission.

Mayor Pugh closed the floor for public comment.

**REGULAR AGENDA ITEMS**

**1. Presentation of the Proposed FY25 Budget by Town Manager Ladner**

Town Manager Ladner presented a brief slide presentation of the proposed budget. She emphasized that the water distribution infrastructure needs to be replaced. She stated that a mill levy cap needs a finalized number and they should determine which capital improvement projects will be funded in FY25.

**General Fund**

**Estimated Revenues**

Town Manager Ladner went over what was budgeted for Revenues. There was a discussion regarding the revenues for building permits. Further discussion ensued regarding Zoning Fees, Law Enforcement Revenues, Electric Franchise Tax, and grant funding.

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Town Commission

Town Manager Ladner explained there is a rate increase in Worker Compensation, Liability Insurance, Subscriptions, Memberships, and Education.

Commissioner Aijala asked to increase the "Interest Earned" on the estimated revenues. He said he does not foresee the interest rate dropping for the upcoming year. He also mentioned that he could provide the calculations and send the information to the Town Manager.

Town Manager

Mayor Pugh asked a question about overtime and vacation pay. Town Manager Ladner provided him with an explanation. More discussion followed regarding overtime and vacation pay. She explained that FRS has increased. There was a discussion regarding FCCMA and ICMA. Mayor Pugh asked a question on the usage for repair and maintenance. Commissioner Hutchins asked a question about the insurance liability. Town Attorney Goddeau explained that Town Manager Ladner's contract provision states that the Town is responsible for 50% of her registration and travel expenses to attend the ICMA Conference every other year.

Town Clerk

Town Manager Ladner explained that everyone's salaries do not show an anticipated 5% increase because her computer did not save the amount. She provided each department's total wage amount with the expected 5% rate increase.

Legal

There was a brief discussion regarding Legal Special Counsel funds and outside litigation. Vice Mayor Coz asked to decrease the Legal Special Counsel by 25 to 30%. Town Attorney Goddeau stated that she will provide an anticipated amount once she follows up on the active litigation cases.

Appointed Boards

There was no discussion.

General Government

Commissioner Cassidy asked a question about the drainage loan. Town Manager Ladner explained that there is a possibility of an overpayment that the Town Treasurer is reviewing. She also mentioned that she has completed more general entries than normal. A brief discussion ensued regarding when and how the overpayment occurred.

Mayor Pugh inquired about the Public Works line item replacing public works pickup with a utility truck. Town Manager Ladner explained the item. He suggested that the Town Manager provide additional information at the next scheduled meeting.

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Commissioner Cassidy asked where the dollar amount of \$30,000 for the lobbyist came from and Town Manager Ladner answered her question. The Commission discussed using a lobbyist. There was a consensus to move forward with this item. Commissioner Cassidy inquired about the BS&A building department and Archive Social software line item. Town Manager Ladner explained both items. More discussion followed regarding Town logo shirts. There was a consensus to remove the item.

Law Enforcement & Fire Control

There was a brief discussion regarding overtime and vacation pay. More discussion followed regarding a cost of living pay increase for any employee at the maximum of their salary range. The Commission asked Town Manager Lander to perform a mini study of which will work out in favor of the town and bring this item at the next budget meeting.

Inspections

Town Manager Ladner went over what was budgeted for a contracted arborist. There was a discussion regarding hiring an Assistant Building Clerk. More discussion followed regarding the lease of the Building Official vehicle.

Garbage & Solid Waste

Town Manager Ladner discussed the rates of the contract. She stated that she needed to recheck the numbers.

Physical Environment

Commissioner Cassidy asked for an explanation for the "Beach Crossover Repair" and Town Manager Ladner explained. Mayor Pugh explained that the line item regarding the wet well maintenance was duplicated and asked to remove one of the line items. Town Manager Ladner mentioned that the line item for the storm drain maintenance/outfall should be removed and the Commission advised her to confirm before removing the line item. The Commission discussed the costs of the valve can projects and potable water projects. There was a consensus to move the paving plan line item to capital.

Public Works

The Commission asked about one-time lump increases of \$5,000 and overtime pay, and Town Manager Ladner answered their questions.

Contingency

Commissioner Aijala inquired about what projects are considered contingency. Town Manager Ladner explained that water line breaks and emergency repairs are considered contingency.

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Capital Projects

The Commission asked questions regarding the estimated revenues versus expenditures. Town Manager Ladner explained that she would update the capital line items and provide the updated amount.

There was a discussion regarding purchasing radio cameras for the Police Department. The Commission discussed selecting a date for scheduling a Budget Workshop in July. There was a consensus to schedule a Budget Workshop meeting for July 23<sup>rd</sup> at 11 a.m.

The Commission discussed setting the maximum millage rate.

Mayor Pugh opened the floor for public comment.

Roland Steies – commented on the maximum millage rate.

Mayor Pugh closed the floor for public comment.

**Vice Mayor Coz moved to establish the maximum milage rate not to exceed 6.0 mils for the FY24/25 Budget; seconded by Commissioner Hutchins. Motion carried 5-0. (2:12)**

There was a consensus to change the scheduled Budget Workshop date to July 25<sup>th</sup> at 11 a.m.

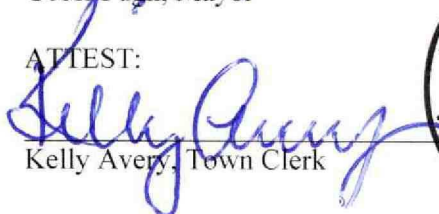
**ADJOURNMENT**

Meeting Adjourned at 2:56 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on August 5, 2024.

  
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Geoff Pugh, Mayor

ATTEST:

  
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Kelly Avery, Town Clerk

