

## **REGULAR CITY COUNCIL MEETING**

A Regular City Council Meeting was held on June 9, 2025 at 6:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Council President Charles E. Proctor called the meeting to order at 6:00 PM

Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Charles Proctor, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also present. Jodi Wilkeson was not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Utilities Director John Bostic III, CRA Director Gail Hamilton, IT Director Mike Panak, Airport Manager Nathan Coleman, Building Official Calvin Switzer, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Water Treatment Plant Operator A Eric Martin, Assistance City Clerk Eileen Mercado and City Clerk Ricardo Quiñones. Public Information Officer Keivn Weiss attended virtually.

The Invocation was led by Pastor Fran Stubbs, Oasis Church  
The Pledge of Allegiance followed.

### **CITIZEN COMMENTS**

Francesca Stubbs - 6440 12th Street - spoke from the floor.

Ms. Stubbs spoke on behalf of Oasis Community Outreach and Cafe asked Council for financial assistance. Oasis has seen a surge of families in need with small children. The current donations they receive are insufficient and Oasis was not selected for a Pasco Community Development Grant due to limited funds.

Council asked if Oasis was working with CHIPZ organization as the idea was to bring different groups together. Ms. Stubbs confirmed that they have partnered together but CHIPZ does not provide assistance for children.

Council President Proctor asked City Manager Poe to look at the budget and see if there is any way the City can help Oasis.

### **MAYOR**

Mayor Monson asked Council to add an emergency item to the agenda.

***Lance Smith motioned to approve adding the Mayor's emergency item. Seconded by Steven Spina. Motion Passed, 4-0.***

#### **\* \*Mayor's Emergency Item \***

CRA Director Gail Hamilton asked Council to approve the purchase of property on 4th Street and 5th Avenue without appraisal. Per City policy, if the purchase price is below \$80,000 Council may vote to waive the appraisal.

Discussion followed, noting the CRA has \$300,000 approved for the purchase of land. At this time there are no plans for this property, but the purchase would be for future use. The price of the land was negotiated from \$89,500 to \$79,999.99 to meet this threshold.

***Steven Spina motioned to purchase this property for \$79,999.99 and bypass the appraisal process. Seconded by Kenneth Burgess. Motion Passed, 4-0.***

1. City Manager Review

Mayor Monson informed Council of the annual City Manager evaluation. She asked Council to return a filled-out evaluation form to her by July so she can review and bring the results back in an August meeting.

## **1. CONSENT ITEMS**

***\*\*Councilman Spina pulled items for discussion - 1.10, 1.12, 1.13***

***\*\*Councilman Smith pulled item for discussion - 1.5***

- 1.1 Approval of City Council Meeting Minutes - May 12, 2025
- 1.2 Request approval to purchase a Chevy 3500 Utility Vehicle
- 1.3 Request Council's Approval and Signature Upon the Close Out Document for the Advanced WW Treatment Upgrade FDEP SRF Loan WW510531 - 64-20-01
- 1.4 Approval of Agreement 37-25-07 - R&M Services - Hydrant Maintenance
- 1.6 Approval of Utility Service Agreement No. 45-25-15 - 9011 Fairway Loop Dade City FL 33525
- 1.7 Approval of Utility Service Agreement No. 45-25-16 for 4356 6th Street, Zephyrhills FL 33542
- 1.8 Approval of Utility Service Agreement No. 45-25-17 for 38310 Jendral Avenue Zephyrhills FL 33542
- 1.9 Approval of Task Assignment JE 25-07, CityWorks and Tyler Enterprise ERP Integration
- 1.11 Award of Bid to Hubbard Construction Company

***Lance Smith motioned to approve the remaining consent items - 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.8, 1.9. Seconded by Steven Spina. Motion Passed, 4-0.***

- 1.5 Approval of Utility Services Agreement No. 45-25-14 - Gagne Property

Council asked if the City is guaranteeing to provide water to this developer. City Manager Poe said the water was already promised through a previous agreement. Upon inspection, it was determined that three of the five sections had properly sized lines. The agreement is being modified to remove the upsizing requirement for those lines and reduce the credit number.

***Lance Smith motioned to approve Utility Services Agreement No. 45-25-14. Seconded by Steven Spina. Motion Passed, 4-0.***

- 1.10 Award of bid No. 26110-052-01 Pasco County RCW Interconnect Project

Council asked Staff where and how the reclaimed water line will tie into the County.

Staff responded, the County runs a line from their plant to the Silverado Golf course. The City will extend the line, run it west along Eiland Blvd, then north on Simmons Rd. This will be tied into Silver Oaks Cottages and Abbot Square, adding 800-900 units. Pasco County can still pump to Silverado golf course if needed.

Council asked the reason for connecting to Pasco County.

Staff responded, the City can send reclaimed water to Pasco if necessary, based on our needs, but the City is not obligated. This will typically be done during wet weather events.

It was noted that this is solely referring to reclaimed water and not potable water.

***Steven Spina motioned to approve item 1.10. Seconded by Lance Smith. Motion Passed, 4-0.***

- 1.12 Award of RFP #2025-004, General Construction, to Four (4) Contractors

Council asked for clarity on this item. City Manager Poe explained that items 1.12 and 1.13 were constructed in an effort to speed up the process of completing projects. By pre-qualifying the contractors Staff hope to pull bids and move forward more quickly when projects arise.

Council asked what projects staff had in mind to use this new process on and would they still come before Council. Staff said there were no projects at this time. The City Manager has the authority to approve projects up to \$50,000 and would bring them to the next meeting as noted items.

Councilman Spina stated that complex items like this should not be on the consent agenda as they should be discussed, so Council is aware.

***Steven Spina motioned to approve item 1.12. Seconded by Kenneth Burgess. Motion Passed, 4-0.***

1.13 Award of RFP #2025-004, Construction Manager at Risk (CMAR), to Four (4)  
Contractors

City Manager Poe explained this item is to pre-qualify a pool of Construction Managers at Risk for projects with an estimated \$2M design and \$7M estimated cost. This pre-qualification is not project specific, but an example would be work needed for the Clock Plaza. City Attorney Manager clarified that Staff would decide which CMAR would be best suited for the project.

Discussion followed.

CRA Director Gail Hamilton stated that this process will help move projects along faster.

***Steven Spina motioned to approve item 1.13. Seconded by Kenneth Burgess. Motion Passed, 4-0.***

## **2. PLANNING DIRECTOR'S REPORT**

### **2.1 CCC Property Holdings LLC. Chancey Road - Annex, FLU, Rezone**

GIS/Community Planner Tommy-Lee Hunt presented the Annex, Future Land Use and Rezone proposal of the applicant. The applicant is seeking a change to Industrial and Light Industrial by City standards. The applicant is anticipating an office and 54,000 sq ft warehouse facility potentially creating jobs for the City. Site Plan Review and Planning Commission recommend approval.

Ryan Manasse of Johnson Pope - 400 Ashley Drive - The applicant's representative said they are early in the process and at this time, they are unable to comment on the number of jobs this warehouse could bring.

***Lance Smith motioned to approve item 2.1. Seconded by Steven Spina. Motion Passed, 4-0.***

### **2.2 Tree Ordinance - Planning Report**

Planning Director Todd Vande Berg provided an update on the City's Tree Ordinance revisions. He noted that staff opted to conduct research internally, avoiding consultant fees, and requested Council feedback before drafting the ordinance with the City Attorney. Mr. Vande Berg presented planning items modeled after Safety Harbor's Tree Ordinance:

**\*\*Tree Removal Permit:** Council supported the creation of a permit and emphasized the importance of public education on tree care and removal. City Manager Poe reminded Council of Florida Statute 163.045, which permits the removal of dangerous, diseased, or dying trees.

**\*Regulating Tree Removal in Development:** Council agreed on the need for clearer guidelines limiting how many trees developers can remove and encouraged preservation of native species. \*

**\*Enforcement:** Council favored using Safety Harbor's enforcement language as a model. Mayor Monson proposed extending the landscape maintenance requirement for developers to two years.

Council also suggested collaborating with the CRA arborist for prequalification assessments. It was noted that the proposed tree removal permit would apply only to trees with a Diameter at Breast Height (DBH) greater than six inches. Additionally

### 3. BUSINESS ITEMS

#### 3.1 Rezone Butterfield Properties - FIRST READING

**ORDINANCE NO. 1500-25 " AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP BY REZONING TWO PARCELS TOTALING APPROXIMATELY 14,545.8 SQUARE FEET (0.33 ACRES), MORE OR LESS, FROM OP (OFFICE PROFESSIONAL) TO R3 (MEDIUM DENSITY RESIDENTIAL), LOCATED AT THE INTERSECTION OF NORTH AVENUE AND 12TH STREET, BEING PARCEL NUMBERS 02-26-21-0050-00000-0010 AND THE SOUTH 44.70 FEET OF PARCEL 02-26-21-0050-00000-0020, IN ZEPHYRHILLS, FLORIDA; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. "**

A. Council President opens Public Hearing

B. Council President closes Public Hearing

C. City Council considers Ordinance No. 1500-25 on the First Reading

City Attorney Matthew Maggard read Ordinance No. 1500-25 by title, and the Council President opened the public hearing.

Principal Planner Rodney Corriveau explained the property was previously zoned R4, then rezoned to OP, and the owner now plans to develop single-family homes. Though located in a high traffic area, residential use is expected to reduce traffic impact, and the entrance will be set back for safety.

City Manager Poe read Councilwoman Wilkerson's statement opposing the rezoning.

Matt Holbert - 39140 11th Avenue - representing the property owner, stated the owner controls five surrounding parcels and referenced Ordinance 597-92, confirming the property is zoned OP. Homes would be set back at least 35 feet from the stop line.

The Council President then closed the public hearing.

***Lance Smith motioned to approve Ordinance No. 1500-25 on the First Reading. Seconded by Kenneth Burgess. Motion Passed, 4-0.***

### 4. CITY MANAGER'S REPORT

#### 4.1 Utility Services Agreement 45-25-18 Evans/Orsi

City Manager Poe reported that to support future residential and commercial growth, the City has reached an agreement with Evans/Orsi landowners and associated developers to obtain additional water capacity. In exchange for providing utility services to a nearly 900-acre development, the City will receive access to the excess permitted water capacity from four on-site wells. The agreement outlines mutual responsibilities regarding water use, utility connections, system integration, and regulatory compliance, ensuring long-term water supply and infrastructure coordination. The landowner has permitted water capacity of 790K gal. per day, the City will allocate 650K gal per day for their use and have access to the remaining 140K gal. per day.

Discussion followed, noting that the landowner considers this a long-term development plan. There is no mandatory annexation included in the agreement, but the City has the right to ask the developer and the additional capacity will aid the City in its desired Water Use Permit capacity with SWFWMD.

City Attorney Matthew Maggard explained that the City's Water Use Permit with SWFWMD will require proof of demand on January 1st every five years. Lack of demand could lower the permitted capacity. Mr. Maggard continued that the developer does not have plans for much of the land at this time. If the City annexed the land sooner, Council would have a say in the development.

***Steven Spina motioned to approve Utility Service Agreement 45-25-18. Seconded by Lance Smith. Motion Passed, 4-0.***

#### 4.2 Chicken Ordinance

City Manager Poe read the language for the proposed Ordinance to allow City Resident so maintain chickens on their property. The Ordinance would require the City residents to obtain a permit at no cost, attesting that the resident has read and understood the rules. Council asked for the penalty schedule to be moved up. The proposed schedule gives three strikes, then a fine and removal of chickens. Council proposed a warning, then a fine, then removal of chickens.

Discussion followed regarding Staff's ability to check behind fences and on properties to ensure compliance.

Building Official Calvin Switzer explained that Code Enforcement does not legally have the right to enter properties without permission from the owner. Staff would need to be able to see issues from public property.

Mr. Poe read Councilwoman Wilkeson's comments stating that she was in favor of a chicken ordinance but asked if Staff had sought public input on the proposed rules. Mr. Poe responded that public input was not sought in the proposed rules but the first and second readings of a future ordinance will be advertised and the public will be able to comment during the meetings.

Discussion followed regarding how to get the word out to the public if the Ordinance passes.  
***Council gave consensus for Staff to create an Ordinance.***

#### 4.3 City Entrance Signage

CRA Director Gail Hamilton presented before Council two options for the entrance signs to the North and South of the City.

Ms. Hamilton asked for consensus on the preferred text for the signs:

A) Welcome to Zephyrhills or B) Welcome to the City of Zephyrhills.

Discussion followed. Council asked if the signs could read "City of Zephyrhills"  
Staff will come back with a final image for Council to review.

### **MAYOR ANNOUNCEMENTS**

Mayor Monson thanked Public Works Director Shane LeBlanc for assisting a group of young people to find a project to work on in the City. The youth researched names on headstones in the Oakside Cemetery and posted videos on social media sharing what they learned.

### **CITY MANAGER ANNOUNCEMENTS**

City Manager Poe reported that a P.O. was signed for Zephyr Lake torpedo grass removal. Additionally he met with financial advisor Jeff Larson to discuss loan or bond options for City Yard

and Zephyr Park projects; item will return to Council in July. City Manager will be at PRM conference June 11—13.

## **CITY ATTORNEY ANNOUNCEMENTS -NONE.**

## **CITY COUNCIL COMMENTS**

Kenneth Burgess Expressed appreciation that the City waited to complete the signage project until after the logo update.

Steven Spina Inquired about the budget process timeline. Staff confirmed department budgets are due by June 20 for the City Manager's review, with a possible workshop on July 14. Noted that county property values increased by about 11%.

Lance Smith — Complimented the new Council dais and acknowledged the lengthy process on the water agreement and thanked Amber from SWFWMD for her contributions. Announced the passing of Otis Barrentine at age of 99 years and 6 months.

Charles Proctor — Thanked Todd Vande Berg for his work on the Tree Ordinance and Gail Hamilton for her efforts on the City signage project.

## **5. NOTED ITEMS**

- 5.1 Jones Edmunds TA JE 25-08 Generator Grant Design Assistance
- 5.2 Task Assignment 25-05 for Jones Edmunds GIS Data Update Support
- 5.3 Task Assignment JE 25-06 CityWorks and ArcGIS Enterprise Support
- 5.4 Memorandum of Agreement - 287(g) Task Force Model Between United States Immigration and Customs Enforcement (ICE) and the Zephyrhills Police Department (ZPD)
- 5.5 Data Sharing Authorization - Peregrine Technologies Zephyrhills Police Department (ZPD)
- 5.6 ClearGov - 37-22-18 - 3 Year Renewal

**ADJOURN 8:30 PM**

Submitted by Ricardo Quiñones