

REGULAR CITY COUNCIL MEETING

A Regular City Council Meeting was held on June 23, 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 6:05 PM

Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Charles Proctor, Jodi Wilkeson, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also 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, Human Resources & Risk Management Director Sandra Amerson, IT Director Mike Panak, Airport Manager Nathan Coleman, Building Official Calvin Switzer, Public Information Officer Kevin Weiss, Assistant Finance Director Jessica Carter, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Community Planner William McCaw, Water Treatment Plant Operator A Eric Martin, Lt. Matthew Hillen, Assistant City Clerk Eileen Mercado and City Clerk Ricardo Quiñones.

The Invocation was led by Rodney Corriveau, Principal Planner.

The Pledge of Allegiance followed.

CITIZEN COMMENTS

1. Chad Pettinato- Cultivation Discussion - item 3.3

*****Chad Pettinato was asked to wait until item 3.3 was discussed.*****

Dr. Stovall - Representing East Pasco Chamber of Commerce - Dr. Stovall reported on the AMSkills Workshop held at the Genesis Center. The event focused on workforce training for manufacturing jobs. AMSkills, traditionally based on the west side, is now showing strong interest in East Pasco due to local industrial growth. Dr. Stovall praised the well-organized Main Street Zephyrhills KidsFest event, highlighting the participation of the Mayor's Youth Council and support from City Clerk Ricardo Quiñones and Chamber of Commerce colleague Sam Abrahani. Dr. Stovall announced a ribbon cutting for a new nonprofit, Our Hope Chest, which provides services to senior citizens. The event is scheduled for Thursday, June 26, 2025 at 12:00pm located at 5151 Gall Boulevard, Zephyrhills FL 33542.

MAYOR

- 1 Swearing in of Officers Adina Burke and Noah Yanzer

Chief of Police Derek Brewer introduced and swore in new officers, Noah Yanzer and Adina Burke. After their oaths, photos were taken and the officers were permitted to leave with their families and guests.

1. CONSENT ITEMS

- 1.1 Approval of City Council Meeting Minutes - June 09, 2025
- 1.2 ESRI Enterprise Agreement Amendment - **41-23-19**
- 1.3 Approval of Midsouth Inc Agreement **25-25-06** - Pasco County RCW Interconnect Project
- 1.4 Approval of agreement **37-25-08** with Odyssey Manufacturing to furnish and deliver liquid sodium hypochlorite
- 1.5 Approval of Utility Service Agreement **45-25-19** for 6720 20th Street Zephyrhills Fl 3354

Steven Spina motioned to approve the consent agenda items as presented. Seconded by Kenneth Burgess. Motion Passed, 5-0.

2. BUSINESS ITEMS

2.1 Rezone Butterfield Properties -

SECOND 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 Second Reading
City Attorney Matthew Maggard read Ordinance No. 1500-25 by title.

Council President opened a public hearing.

Principal Planner Rodney Corriveau presented a request to rezone a property at North Avenue and 12th Street from Office Professional (OP) back to its original Residential R3 zoning. The applicant owns five adjoining lots and intends to construct single-family detached homes, proposing access along the eastern boundary to reduce traffic impact at the high-traffic intersection. While no site plan has been submitted, staff confirmed the lots meet R3 zoning requirements. An access easement will require legal review.

Council discussed concerns about traffic, lot dimensions, and home placement. It was noted that if this item is approved it would not come before Council again if developed within allowable use.

Council President closed the public hearing.

Lance Smith motioned to approval of Ordinance No. 1500-25 on the Second Reading. Seconded by Kenneth Burgess. Motion Passed, 4-1. Opposed by Jodi Wilkeson.

2.2 Renewal of Residential Moratorium Twelve (12) Month Extension (7/14/25 – 7/13/26)

FIRST READING ORDINANCE NO. 1501-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA ESTABLISHING A NEW TEMPORARY MORATORIUM ON THE CONSIDERATION OF NEW RESIDENTIAL APPLICATIONS FOR ANNEXATIONS, LAND USE MODIFICATIONS, REZONING, MAJOR PLANNED UNIT DEVELOPMENT AMENDMENTS, CONDITIONAL USES, OR VARIANCES FOR PROPERTY OVER ONE ACRE, NOT TO EXCEED TWELVE (12) MONTHS, PROVIDING FOR CONFLICTS, EXEMPTIONS, SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE."

A. City Council considers Ordinance No. 1501-25 on the First Reading

City Attorney Matthew Maggard read Ordinance 1501-25 by title. Mr. Maggard clarified the updated version of the Ordinance was not attached to the agenda. This was printed and provided to Council.

Ordinance No. 1501-25 establishes a new temporary moratorium on certain residential development due to pending modifications to the City's water use permit. Staff explained that the moratorium is necessary because the existing permit has not yet been updated by SWFWMD, and current development projections may already reach the anticipated new capacity. The moratorium excludes commercial and industrial development and allows single-family development on lots one acre or less.

Council discussed future permit implications, the need to reassess projects in the pipeline, and whether to continue, modify, or terminate the moratorium once the updated permit is approved.

Kenneth Burgess motioned to approve Ordinance No. 1501-25 on the First Reading. Seconded by Steven Spina. Motion Passed, 5-0.

2.3 Renewal of MMTC Moratorium - (July 23, 2025 - July 22, 2026)

First Reading **ORDINANCE NO. 1502-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA ESTABLISHING A NEW TEMPORARY MORATORIUM ON THE OPENING OF ANY NEW MEDICAL MARIJUANA TREATMENT CENTERS NOT TO EXCEED TWELVE (12) MONTHS; ADOPTING FINDINGS OF FACT; PROVIDING DEFINITIONS; IMPOSING A MEDICAL MARIJUANA TREATMENT CENTERS; SEVERABILITY, REPEALER, AND AN EFFECTIVE DATE. "**

A. City Council considers Ordinance No. 1502-25 on the First Reading

City Attorney Matthew Maggard read Ordinance No. 1502-25 by title.

Ordinance No. 1502-25 establishes a 12-month moratorium on the opening of new Medical Marijuana Treatment Centers (MMTCs) within the City.

Representatives from Good Essence, a licensed medical cannabis cultivation company, addressed Council seeking support for a proposed cultivation and processing facility in Zephyrhills. They emphasized the operation's medical focus, job creation, discreet design, and sustainable practices.

Council raised concerns about water usage, community image, zoning compatibility, and long-term regulation. While some acknowledged the business opportunity and medical benefits, others expressed opposition based on the City's vision for its industrial corridor and public perception.

Mr. Maggard clarified that the moratorium allows time to establish appropriate land use regulations and does not serve as a denial of the specific project discussed.

Council asked Staff to provide a progress review on this issue within six months. Staff was directed to develop clear guidelines and land use policy for MMTCs, including whether cultivation, processing, and retail uses could be regulated separately. Staff was also encouraged to research and prepare a comprehensive narrative or framework outlining permitted uses within the industrial corridor to improve consistency and support business development clarity.

Jodi Wilkeson motioned to approve Ordinance No. 1502-25 on the First Reading. Seconded by Kenneth Burgess. Motion Passed, 4-1. Opposed by Steven Spina.

3. FINANCE DIRECTOR'S REPORT

3.1 Travel Per Diem Policy

Finance Director Ted Beason presented a proposed change to the City's travel per diem policy. The revision would adopt the GSA per diem rate as a daily allowance—such as \$80 per day for travel to Tallahassee—rather than regulating meal-specific reimbursements. Adjustments would be made if meals are provided at a conference. Additionally, City employees would begin using P-cards for travel expenses instead of receiving travel advances. Receipts would be required for all P-card purchases, and employees would be responsible for reimbursing the City for any undocumented expenses.

Lance Smith motioned to approve the revised policy. Seconded by Jodi Wilkeson. Motion Passed, 5-0.

3.2 Budget Adjustment and Increase Carlisle Thompson Authority from \$100,000 to \$175,000

Finance Director Ted Beason presented a request to increase the City's contract with Carlisle Thompson to \$175,000 for continued FEMA reimbursement assistance related to Hurricane Milton.

Steven Bryce, principal of Carlisle Thompson, explained the firm has submitted five of six priority projects totaling approximately \$3.8 million and anticipates full submissions reaching \$4.5 million. One project, valued at \$226,000, is close to FEMA approval, with reimbursement expected within 90 days of approval. A particularly complex \$2 million project, involving sewage removal documentation, required significantly more effort than originally anticipated.

Council discussed FEMA's current responsiveness, the reimbursement timeline, and the firm's hourly billing structure. It was noted that 5% of the total FEMA reimbursement can be used to cover administrative costs such as Carlisle Thompson's services.

Lance Smith motioned to approve this item. Seconded by Steven Spina. Motion Passed, 5-0.

3.3 Appointment of the Audit Selection Committee

Finance Director Ted Beason presented a request to appoint an Audit Selection Committee, as required by state law, to initiate a Request for Proposals (RFP) for auditing services. The proposed committee members are Amy Chappell, Mike Ward, and Councilman Kenneth Burgess, who will serve as chair.

Lance Smith motioned to approve this item. Seconded by Jodi Wilkeson. Motion Passed, 5-0.

4. CITY MANAGER'S REPORT - NONE

*****Skipped to City Manager Announcements*****

MAYOR ANNOUNCEMENTS - NONE

*****Done after City Manager Announcements*****

CITY MANAGER ANNOUNCEMENTS

City Manager Poe announced that this meeting marked the retirement of Christopher Hatton from Kimley-Horn, recognizing it as his last meeting with Zephyrhills. Mr. Hatton was commended for over 25 years of service and valued contributions as a consultant.

Council Vice-President Steven Spina added that Hatton had supported the City since 2002, helping modernize operations and departments. Both expressed their appreciation and offered best wishes for his retirement.

CITY ATTORNEY ANNOUNCEMENTS - NONE

CITY COUNCIL COMMENTS

Lance Smith - Expressed appreciation for the respectful and constructive discussions among Council members, noting that differing votes are healthy and part of effective governance. He also thanked staff and acknowledged Christopher Hatton's contributions, jokingly questioning his choice to attend a council meeting to mark his retirement but expressing sincere gratitude for his service.

Jodi Wilkeson - Commended the success of the 2025 KidsFest and Touch-a-Truck event, noting the hot weather and expressing appreciation for the dedicated volunteers and the City's award-winning Main Street program.

Steven Spina - NONE

Kenneth Burgess - Congratulated Christopher Hatton on his retirement, sharing from his own experience that retirement offers invaluable time for personal fulfillment. He jokingly remarked on the lack of a celebration and promised the City would make it up to him.

Charles Proctor - Acknowledged the extensive discussion on the cultivation issue and emphasized the importance of respectful dialogue, even when opinions differ. He thanked the Council for their input.

5. NOTED ITEMS - NONE

ADJOURN 7:54 PM

Submitted by Ricardo Quiñones