REULAR CITY COUNCIL MEETING

A Regular City Council Meeting was held on July 28, 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, Jodi Wilkeson, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and Assistant City Attorney Matt Newton were also present. City Attorney Matthew Maggard was not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, HR & Risk Management Director Sandra Amerson, Airport Manager Nathan Coleman, Finance Director Ted Beason, Building Official Kalvin Switzer, Public Information Officer Kevin Weiss, Assistant Finance Director Jessica Carter, Principal Planner Rodney Corriveau, Community Planner/GIS Tommy-Lee Hunt, Community Planner Will McCaw, IT Specialist Tony Burns and City Clerk Ricardo Quiñones.

The Invocation was led by Pastor Kendall Deford

The Pledge of Allegiance followed.

CITIZEN COMMENTS

Marie Wunderlich - representing the Daughters of the American Revolution (DAR), requested authorization from the City to apply for the America 250 Grant. The grant would fund memorial benches representing each branch of the Armed Forces and a permanent Flag Retirement Burn Pit at Veterans Park.

Council discussed the proposal and asked DAR to meet with CRA and Public Works to match the architecture of the park.

Jodi Wilkeson motioned to support the DAR's grant application and installation of the proposed features should the grant be awarded. Seconded by Steven Spina. Motion passed 5-0.

Michael Cooper - 39239 3rd Ave - spoke from the floor.

Mr. Cooper expressed concerns regarding motorized vehicles in Veterans Park, damage to pavement, and garbage collection issues.

Council directed staff to investigate the matters and follow up with Mr. Cooper.

Vicki Wiggins - 38550 5th Ave - spoke from the floor.

Ms. Wiggins announced upcoming events hosted by the East Pasco Chamber, including a ribbon cutting for Fluffy Puffy Grooming on Thursday, July 31, 2025 and a birthday celebration for the Chamber's rebranding on Friday, August 1, 2025.

MAYOR

1. Proclamation - Malachi Woodard

   Mayor Monson presented a proclamation recognizing Malachi Woodard, a Zephyrhills High School senior, for his achievements in powerlifting, including breaking the state record and earning a scholarship to Lynwood University.

1. CONSENT ITEMS

Jodi Wilkeson pulled item 1.8 for discussion

Steven Spina pulled item 1.10 for discussion

1.1 Approval of Storm Preparation Workshop Minutes - April 28, 2025
1.2 Approval of City Council Meeting Minutes - July 14, 2025
1.3 Approval of Budget Workshop Minutes - July 14, 2025
1.4 Approval of Zephyr Park Presentation Minutes - July 17, 2025
1.5 Approval to Purchase 2026 Chevy 2500 Utility Vehicle from Alan Jay Fleet Sales
1.6 Award of Bid to RCM Utilities for Bid #2025-009 Emergency Generator HMGP Grant
1.7 Award of Bid for Generator Maintenance RFP #2025-007 to GenServe and RingPower
1.8 Approval of Proposal for Hydrant Maintenance to R&M Services
1.9 Approval of Proposal for Well #4 Rehabilitation to AC Schultes
1.10 Approval of 41-25-18 FDOT Piggyback with Bayer United Engineering Consultants LLC
1.11 Approval of Amendment 1 to DEO Grant Agreement HL258 (24-24-03), Zephyr Park Improvements

1.12 Approval of Neptune meter 2.8% CPI and the 5 ⁰ 0 Tariff cost increases [41-24-18].

Lance Smith motioned to remaining Consent Items 1.1-1.7, 1.9, 1.11,1.12. Seconded by Steven Spina. Motion passed 5-0.

****Discussion on item 1.8****

Council asked if the City has used the vendor R&M Services before. Staff confirmed the vendor has worked with the City in the past and they submitted a competitive bid.

Jodi Wilkeson motioned to approve item 1.8. Seconded by Lance Smith. Motion passed 5-0.

****Discussion on item 1.10****

Council discussed adding Bayer United Engineering Consultants LLC as an approved engineering firm. Concerns were raised regarding consultant usage and costs. Staff confirmed that the vendor engineering will be used as needed and not on an ongoing basis.

Lance Smith motioned to approve item 1.10. Seconded by Jodi Wilkeson. Motion passed 4-1, opposed by Steven Spina.

Council Vice-President Spina noted that the approval of Neptune meters included new tariff fees and a consumer price index increase, which he believes the City should monitor closely.

2. BUSINESS ITEMS/PUBLIC HEARING

2.1 CCC - Annexation

Second Reading **ORDINANCE NO. 1503-25 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ANNEXING APPROXIMATELY 13.72 ACRES (MOL) INTO THE CORPORATE LIMITS OF THE CITY DESCRIBED AS PARCEL NUMBER 18-26-22-0010-09300-0000 ZEPHYRHILLS, FLORIDA, IN ACCORDANCE WITH SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE."**

Assistant City Attorney Matt Newton read Ordinance No. 1503-25 by title.

Council President opened a public hearing, none spoke.

Council President closed the public hearing.

Steven Spina motioned to approve Ordinance No. 1503-25 on the Second Reading. Seconded by Jodi Wilkeson. Motion passed 5-0.

2.2 CCC - Rezoning and FLU

Second Reading **ORDINANCE NO. 1504-25 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA PROPOSING AN AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, PROVIDING FOR A SMALL-SCALE COMPREHENSIVE PLAN AMENDMENT TO THE FUTURE LAND USE MAP CHANGING FROM COUNTY IL TO CITY IN (INDUSTRIAL) AND THE ZONING DESIGNATION FROM COUNTY AC TO CITY Ll (LIGHT INDUSTRIAL) FOR APPROXIMATELY 13.72 ACRES OF REAL PROPERTY LOCATED WEST OF CHANCEY ROAD, AND EAST OF THE ZEPHYRHILLS AIRPORT AND ZEPHYRHILLS MUNICIPAL BOUNDARY AND HAVING PARCEL 18-26-22-0010-09300-0000; PROVIDING FOR REPEALER, CONFLICT SEVERABILITY, AND AN EFFECTIVE DATE."**

Assistant City Attorney Matt Newton read Ordinance No. 1504-25 by title.

Council President opened a public hearing, none spoke.

Council President closed the public hearing.

Jodi Wilkeson motioned to approve Ordinance No. 1504-25 on the Second Reading. Seconded by Kenneth Burgess. Motion passed 5-0.

2.3 Chicken Ordinance

Second Reading **ORDINANCE NO. 1505-25 " AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA CREATING A NEW SECTION TO CHAPTER 93 OF THE CITY OF ZEPHYRHILLS CODE OF ORDINANCES, SECTION 93.03 ESTABLISHING**

REGULATIONS FOR THE KEEPING, HARBORING AND MAINTENANCE OF BACKYARD CHICKENS; PROVIDING FOR APPLICABILITY, REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND PROVIDING AN EFFECTIVE DATE. "

Assistant City Attorney Matt Newton read Ordinance No. 1505-25 by title.

Council President opened a public hearing.

Brad Bush – 4925 20th Street – spoke from the floor.

Mr. Bush shared that he spoke before council a year ago on this matter and fully supports what the City has done.

Council President closed the public hearing.

Discussion followed regarding updating the application to include the allowed zones and clarifying the intent maintaining backyard chickens is for eggs only.

Lance Smith motioned to approve Ordinance No. 1505-25 on the Second Reading. Seconded by Jodi Wilkeson. Motion passed 4-1, opposed by Steven Spina.

2.4 2025 Comprehensive Emergency Management Plan (CEMP)

Resolution No. 859-25 " A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING THE PASCO COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN. "

Assistant City Attorney Matt Newton read Ordinance No. 1505-25 by title.

City Manager William Poe explained that under Florida law, municipalities without their own emergency management programs must adopt their county's plan to ensure eligibility for federal mitigation funding. There is no fiscal impact associated with this resolution. Staff recommended approval.

Steven Spina motioned to approve Resolution No. 859-25 on the First Reading. Seconded by Kenneth Burgess. Motion passed 5-0.

3. PLANNING DIRECTOR'S REPORT

3.1 Tree Ordinance Planning Report

Planning Director Todd Vande Berg presented an update on revisions to the City's tree Ordinance, noting no formal action would be taken at this meeting and that Council will have at least two more opportunities for review. Staff is evaluating permit requirements, compliance with Florida statutes, and potential fees for residential tree removal, with discussion on exemptions for diseased or dangerous trees, replacement requirements, and an appeals process. Other proposed updates include revising removal thresholds, incorporating quality of trees into assessments, strengthening enforcement and penalties, adding open space requirements, extending maintenance periods, and increasing replacement ratios for grand trees.

Council discussed balancing tree preservation with development needs, ensuring proper permitting, and involving arborists in developing assessment.

4. FINANCE DIRECTOR'S REPORT

4.1 Approval of Tentative Millage Rate

Finance Director Ted Beason reported to Council the proposed milage rate to stay at 6.25. Council asked if that would be sufficient, which Mr. Beason responded that it would be.

Steven Spina motioned to approve the tentative milage rate of 6.25. Seconded by Kenneth Burgess. Motion passed 5-0.

4.2 Debt Issuance for Public Works Facility and Zephyr Park

Finance Director Ted Beason presented debt financing plans for the Public Works Facility and Zephyr Park projects, with total costs of $27.9 million and $16 million respectively. Funding sources include general fund reserves, capacity fees, grants, and state appropriations, leaving $22.3 million to be financed through 30-year bonds at an estimated 5.1% interest rate, with annual payments of approximately $1.48 million.

Council discussed the need to account for the Alice Hall Community Center replacement in the financing plan, potential impacts if grant funding falls short, and the feasibility of refinancing after 10 years.

Council reached consensus to proceed, directing staff to work with the financial advisor and engage necessary professionals, obtain cost estimates for Alice Hall, and prepare for the bond issuance process.

Mr. Beason noted that the next step would be to send out engagement letters.

Steven Spina motioned to approve Staff to move forward. Seconded by Kenneth Burgess. Motion passed 5-0.

4.3 Emergency Pay Policy

Assistant Finance Director Jessica Carter presented a proposed Storm Pay Policy, developed after Hurricane Milton revealed the City lacked a formal policy for FEMA reimbursement purposes. The policy, based on experiences from Milton and past storms, aims to ensure consistent employee compensation during emergencies and alignment with FEMA requirements for future reimbursement. It was reviewed by department heads, the City's FEMA consultants (Carlile and Thompson), and the labor attorney, with suggested revisions incorporated.

Steven Spina motioned to approve the Emergency Preparation Pay Policy as presented. Seconded by Jodi Wilkeson. Motion passed 5-0.

5. CITY MANAGER'S REPORT

5.1 ZEDC Quarterly Update

Dr. Randy Stovall presented Council with the quarterly update, highlighting a new logo and ongoing work to update the website under the East Pasco Chamber for better community marketing. Recent activities included a stakeholder meeting with Pasco EDC to support new businesses and planning for the October Economic Summit, which will focus on conservation topics such as tree ordinances, water, land preservation, parks, and clean energy. Staff professional development and potential park and recreation opportunities, including Hercules Park and nearby conservation lands, were also discussed.

5.2 Award Bid Stellar Development, Inc. - Box Hangars

City Manager Poe proposed awarding the bid to Stellar Development, Inc. for construction of two box hangars and Taxiway Foxtrot at the airport. Project funded by $6.6M FDOT state appropriation plus $1.7M from airport reserves (leaving ~$438K in reserves by Sept. 30, 2026). The terminal portion of project removed due to lack of funds; terminal design is complete for future bidding.

Airport Manager Nathan Coleman said that box hangars are revenue-producing with strong tenant interest, expected to recoup investment in ~15 years through leases and fuel sales. Stellar Development was low bidder via competitive process; first time contracting with them, background checks favorable. Taxiway Foxtrot is already under construction.

Discussion included future T-hangar development (requires relocating South Avenue), private hangar investment interest, and maintaining legislative support despite project scope change.

Kenneth Burgess motioned to approve award of bid to Stellar Development, Inc. Seconded by Lance Smith. Motion passed 5-0.

5.3 Approval of Piggyback agreement 41-25-19 with REP Services, INC for playground equipment.

City Manager Poe presented the piggyback agreement with Rep Services, Inc. (using Clay County contract pricing) for the purchase and installation of playground equipment. This item authorizes use of Rep Services as the provider; equipment selection and costs are addressed in the next agenda item.

Kenneth Burgess motioned to approve agreement 41-25-19 with REP Services, Inc. Seconded by Lance Smith. Motion passed 5-0.

5.4 City Parks Playground Equipment Purchase

City Manager Poe presented the purchasing and installing of new playground equipment for Veterans Memorial Park, Gunner Paw Park, Ellis Herald Park, Train Depot, and Shepard Park using the previously approved piggyback agreement with Rep Services, Inc. (Clay County contract pricing). Total project cost: $2,145,661.81 (includes 5% contingency; funded in FY 24–25 budget). All listed parks will receive full equipment replacement due to age, outdated design, and lack of available parts; Veterans and Shepard currently have no playgrounds.

Discussion addressed concerns about placement at Veterans Park and the need for consistency with future park design elements. Staff will order equipment now (due to long lead times) and coordinate on final locations.

Steven Spina motioned to approve the playground equipment purchase. Seconded by Jodi Wilkeson. Motion passed 5-0.

MAYOR ANNOUNCEMENTS

The Mayor thanked staff for their work in expediting the playground equipment orders, noting the benefit to local parks and youth. She then raised concerns about tree removal on a property near Wilson Drive (south side), separate from the project near Geiger Road. Mayor questioned whether the developer had filed for permission to remove trees before clearing the land, expressing concern they might later request to remove an additional 50% of trees based on a reduced count after clearing.

Planning Director Todd Vanderberg explained:

-No development plan or updated arborist report has been formally submitted yet.

-The developer had informed staff that some damaged trees were removed due to storms and was advised to update their tree survey accordingly.

-Staff was not aware of unpermitted removals prior to the storm; this would need verification.

-Enforcement relies on resident reports, and aerial imagery may be difficult to use for heavily wooded sites.

Mayor emphasized protecting buffer trees around existing homes and ensuring the 50% removal limit applies to the original tree count at rezoning, not after clearing. She requested close monitoring to prevent over-removal.

CITY MANAGER ANNOUNCEMENTS

City Manager Poe shared several updates and concerns. Mr. Newton was thanked for professionally filling in for the City Attorney. The City submitted multiple infrastructure and property acquisition projects to Pasco County's LMS for state review, including purchases on 16th Street and Henry Drive, retention pond connections, and a reuse force main. Abbott Square's trail and curbing were completed, paving is underway, and three issues remain unresolved. The City's water use permit is expected to be reviewed on August 26.

Planning Director Todd Vande Berg shared concerns about two large residential developments—Clark's Landing and the Murphy property—within the Joint Planning Area. These projects propose high-density housing incompatible with surrounding rural areas and could strain city utilities, which are currently under a moratorium. The City is updating its comprehensive plan and utility master planning, and Staff recommend the county pause land use actions until these efforts are complete. A formal letter and outreach to county commissioners were suggested to ensure responsible planning and infrastructure alignment.

CITY ATTORNEY ANNOUNCEMENTS

Matt Newton introduced himself to Council.

CITY COUNCIL COMMENTS

***Lance Smith thanked Mr. Newton for attending and expressed appreciation for his professionalism. He shared that he had a productive meeting with Shane and Billy earlier in the week to discuss city projects and appreciated their willingness to listen. Councilman Smith also voiced support for proactive planning of parks and playgrounds, noting that Krusen Field and Zephyr Park were likely laid out without consultants but have been well received. He expressed confidence in city staff to continue that success. Additionally, he proposed a tree-planting program using mitigation funds, suggesting a goal such as planting 1,000 trees over five years to replace those lost in storms.

***Jodi Wilkeson welcomed Mr. Newton and said his presence gave her comfort, knowing there is capable backup for the city attorney. She thanked the council for supporting the Ladies of the D, who promote patriotism and support veterans. She emphasized the importance of consistent architectural planning across city parks and facilities, advocating for a municipal architectural language and standardized suppliers for elements like benches and metal finishes. She offered her professional support in planning efforts. Councilwoman Wilkeson also raised concerns about a proposed 155-foot communications pole near Zephyr Park, located in Pasco County, and questioned its visual impact and the city's ability to influence the project due to jurisdictional limitations.

***Steven Spina welcomed and thanked Mr. Newton for filling in.

***Kenneth Burgess echoed Councilman Smith's remarks, emphasizing the value of utilizing Staff for park planning and maintenance due to their knowledge of operational concerns. He thanked Mr. Newton and reflected on his own long career in business, appreciating the experience Mr. Newton brought to the meeting.

***Charles Proctor thanked Staff, including Ted and Jessica, for maintaining the millage rate at 6.25, noting that this would be appreciated by citizens. He also thanked Shane for promptly addressing a concern raised by downtown businesses, which was resolved quickly. Finally, he expressed appreciation for Mr. Newton's presence**.**

6. NOTED ITEMS

6.1 June 2025 Quarterly Investment Report

6.2 41-25-20 Restrictive Covenant with Zephyrhills Museum of Military History

ADJOURN 8:51 PM
Submitted by Ricardo Quiñones