



MINUTES

BOARD OF COMMISSIONERS REGULAR MEETING MAY 14, 2025 6:00 P.M.

The City of Madeira Beach Board of Commissioners held a regular meeting at 6:00 p.m. on May 14, 2025, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Anne-Marie Brooks, Mayor
Ray Kerr, Vice Mayor/Commissioner District 2
David Tagliarini, Commissioner District 1
Eddie McGeehen, Commissioner District 3
Housh Ghovae, Commissioner District 4

MEMBERS ABSENT: None.

CHARTER OFFICERS PRESENT: Robin Gomez, City Manager - Absent
Clara VanBlargan, City Clerk
Andrew Laflin, Finance Director/City Treasurer
Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Brooks called the meeting to order at 6:00 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

City Attorney Tom Trask gave the Invocation and led the Pledge of Allegiance.

3. ROLL CALL

City Clerk Clara VanBlargan called the roll. All were present.

4. APPROVAL OF THE AGENDA

Vice Mayor Kerr motioned to approve the Agenda. Commissioner Tagliarini seconded the motion.

ROLL CALL:

Vice Mayor Kerr "YES"
Commissioner Tagliarini "YES"

Commissioner Ghovae	"YES"
Commissioner McGeehen	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

5. PROCLAMATIONS

Mayor Brooks read a proclamation proclaiming the week of May 17 – May 23, 2025, as National Safe Boating Week. No one was present to accept the proclamation.

6. PRESENTATIONS

There were no presentations.

7. PUBLIC COMMENT

John Van Hove, 585 Johns Pass Avenue, commented on permits for elevating structures. He compiled a list of 20 properties he located on the Building Department's website that had applied for a permit within the last 14 months. Of the 20 properties, two permits have been approved and issued, 14 are pending review, and four, including his own, are waiting to go through the review process. He learned that the same permits in Treasure Island are being turned around in a day or two, and other cities have contracted consultants to assist in getting permits turned around faster. They need to determine a way to expedite the process innovatively so they can break ground on some of the projects, and people can elevate their homes before the next storm threatens the community. He is temporarily living in a home without air conditioning. The City Clerk distributed a copy of the spreadsheet from Mr. Hove to the Board.

Vice Mayor Kerr said that after talking to the City Manager and staff, it appears that all the permits Mr. Hove listed were responded to, and they were waiting for responses back from the contractor. The Community Development Director, Jenny Silver, highlighted everything going on except for the last four, which are new. Mr. Hove wants to know how long it would take to get feedback so he can plan what to do, like air conditioning the home he is living in temporarily while he is going through the permitting process, which is expensive. The City Manager could give him an estimate of how long it would take to get the feedback, but the feedback he received was that it would take weeks, which is based on the comments Jenny provided. It concerns getting responses from the contractor and whether the complete plans were reviewed in the beginning versus kicking it back. He encouraged Mr. Hove to stay on top of it.

Sarah Nichols, 522 Johns Pass Avenue, thanked Vice Mayor Kerr, the City Manager, and Barbara Scott for their assistance. She had applied for an update on April 11th. The City asked for some files to be resubmitted, and that was completed on April 15th. She understands it is in the queue, which could be long. She was surprised just how long that could be and was told that only one person in the City could approve building permits. The permits can be backlogged while that person is out of the office. As it turns out, she thought her permit had not been approved when she

May 14, 2025, BOC Regular Meeting Minutes

emailed Ray (Vice Mayor Kerr), but it had been approved for almost a week before she found out about it. The City's website had not been updated. It still showed as pending; she had not received an email and did not have a new placard to put up in the house. Barbara Scott emailed her a placard after calling her. Understandably, the beach municipalities are busy, and some more than others. Perhaps other municipalities can help when the building official goes out of town.

8. APPROVAL OF MINUTES

- A. 2025-03-26, BOC Budget Workshop Meeting Minutes**
- B. 2025-03-26, BOC Regular Workshop Meeting Minutes**
- C. 2025-04-02, BOC Regular Meeting Minutes**
- D. 2025-04-16, BOC Budget Workshop Meeting Minutes**
- E. 2025-04-16, BOC Regular Workshop Meeting Minutes**

Vice Mayor Kerr motioned to approve the meeting minutes as written. Commissioner Tagliarini seconded the motion.

ROLL CALL:

Vice Mayor Kerr	"YES"
Commissioner McGeehen	"YES"
Commissioner Tagliarini	"YES"
Commissioner Ghovae	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

9. CONSENT AGENDA

- A. ITB 25-05 Area 3 Roadway & Drainage Improvement Project Approval**
- B. Joint Participation Agreement with Pinellas County for Area 3 Roadway and Drainage Improvement Project**
- C. Interlocal Agreement for Storm Debris Management Site Utilization**
- D. Amendment to Kimley-Horn Agreement for the Master Plan**

Commissioner Ghovae pulled Consent Agenda Item 9. A. and 9. D. for separate discussion and vote.

Commissioner Tagliarini motioned to approve Consent Agenda Item 9. B. and 9. C. Commissioner Ghovae seconded the motion.

ROLL CALL:

Commissioner Tagliarini	"YES"
Commissioner Ghovae	"YES"

Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

A. ITB 25-05 Area 3 Roadway & Drainage Improvement Project Approval

Commissioner Ghovae said that, typically, two types of bonds are issued for projects: a surety bond and a maintenance bond. There is one bond in the packet, and he asked if they had both. The City Manager said they currently have one, and he will check on the second one. If it is required, they will retain it before anything continues.

Commissioner Ghovae said a surety bond is basically for the contractor during construction. If they go out of business, the bond will allow them to cash it in and finish the job. The maintenance bond is typically two to three years after construction is done to ensure there are no defects, and the construction is still operational.

Commissioner Ghovae motioned to approve Consent Agenda Item 9. A., with the review of both bonds: the surety bond and maintenance bond. Commissioner Tagliarini seconded the motion.

ROLL CALL:

Commissioner Ghovae	"YES"
Commissioner Tagliarini	"YES"
Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

D. Amendment to Kimley-Horn Agreement for the Master Plan

Commissioner Ghovae said he was unsure about the scope of work and how they would be paying for the services. He would like to see if they could pinpoint a certain scope of work and limit their services. It looks open-ended.

Community Development Director Jenny Silver said the amendment to the Kimley-Horn Agreement is to do more of the planning side, implementing the master plan, and anything that comes from the master plan. It might look like an amendment to the land development regulations. There has been a lot of discussion about parking, relooking at the parking credits, and maybe there is extra credit for EV parking. The planning and building departments are extremely busy and do not have time to make any changes right now. It allows another avenue for Kimley-Horn to come and help them with amending the LDRs and things that come with the master plan. The

Community Development budget has a line item for professional services. There is \$85,000 left. Any amendments would come from that line item.

Commissioner Ghovae asked how much they would dedicate to that particular scope of work. The City Attorney said that currently, there is no scope of work. It is an amendment to the agreement to allow other scopes of services to be done in the future. So, if there is any additional scope of service, it would have to come back to the Board for approval as to what is in the scope and the cost. If it is not approved, it will not go forward.

Commissioner Ghovae said he would like to know what they are paying and getting at some point.

Mayor Brooks asked if there were any public comments on items listed on the Consent Agenda. There were no public comments.

Commissioner Tagliarini motioned to approve Consent Agenda Item 9. D. Commissioner McGeehen seconded the motion.

ROLL CALL:

Commissioner Tagliarini	"YES"
Commissioner Ghovae	"YES"
Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

PUBLIC HEARINGS

A. Ordinance 2025-13, Fee Manual Update – 1st Reading and Public Hearing

City Attorney Tom Trask read Ordinance 2025-13 by title only:

ORDINANCE 2025-13

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING A REVISED APPENDIX A. – FEES AND COLLECTION PROCEDURES MANUAL OF THE CODE OF ORDINANCES OF THE CITY OF MADEIRA BEACH, FLORIDA, TO PROVIDE FOR THE CHANGES TO THE RATES OF OVERNIGHT PARKING AND CITY DEVELOPMENT FEES AND REWORD CERTAIN DEVELOPMENT SERVICES; REPEALING ORDINANCE 2025-12; PROVIDING FOR CONFLICT, PROVIDING FOR CODIFICATION AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Brooks opened to public comment. There were no public comments.

Director Silver reviewed the item. She said two changes were made that were discussed at the workshop, which are highlighted in yellow in the manual. The content is the same, but with different wording to make it clearer.

1. Pg. 112 of the packet. Private provider permit fee. “The permit fees reduced by 10%, not to exceed a maximum reduction of \$10,000 per permit.”
2. Pg. 113 of the packet. She added a five and a ten that were not in there, and added the entire paragraph c. “Post-Disaster After-the-Fact Permit Fee: Post-disaster permits may be issued at zero percent (0%) permit fee (no fee) when approved by the Board of Commissioners (see T.(3)). However, any post-disaster work started without a permit—even if the permit would otherwise be free—will be charged a penalty of five (5) times the standard permit fee.”

Mayor Brooks said the paragraph was fantastic. For clarification for the public, it would be mindful of them to do some public notices because the day they do the second reading, any person who has done work without a permit will be subject to those fines. It is important that they do a full press campaign so the residents are aware that if they do not get in between now and the second reading and apply for a permit, they will be subject to the fines. Hopefully, that will motivate the people, and those who choose not to come in and do the right thing will be penalized with fines.

Commissioner Ghovae motioned to approve Ordinance 2025-13, Fee Manual Update, after first reading and public hearing. Commissioner McGeehen seconded the motion.

ROLL CALL:

Commissioner Ghovae	"YES"
Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Commissioner Tagliarini	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. CONTRACTS/AGREEMENTS

A. City of Madeira Beach Fire Station Settlement Agreement Approval

The City Attorney said the City filed suit in 2023 against the contractor and the architect who built the fire station and the rec building due to some construction and design issues they found. As a direct result of filing that lawsuit, City staff, the City Manager, the Fire Chief, himself, and the

May 14, 2025, BOC Regular Meeting Minutes

attorneys who handled the litigation at Carlton Fields were in three lengthy mediation sessions, one of which took place on February 4th. They have come to a tentative settlement of the case since February 4th. There are so many moving parts and people involved in the litigation that it took them until now to complete the mediated settlement agreement. He passed on the agreement to the Board. It is a confidential settlement agreement. It includes payment to the City and some repair work to be done on behalf of the City. Without further detail, he, the attorneys at Carlton Fields, the City Manager, and the Fire Chief support the settlement agreement. They ask the Board's authority to have the Mayor execute the mediated settlement agreement.

Commissioner Ghovae asked how the defects would be handled. The City Attorney said once they have the money in hand, they will probably have the City Manager and the Fire Chief determine the next step to repair the building. It will probably require specs to be created, put out to bid, and then constructed by individuals other than the ones who constructed it this time.

Vice Mayor Kerr motioned to approve the Mayor to approve the City of Madeira Beach Fire Station Settlement Agreement. Commissioner Ghovae seconded the motion.

ROLL CALL:

Vice Mayor Kerr	"YES"
Commissioner Ghovae	"YES"
Commissioner McGeehen	"YES"
Commissioner Tagliarini	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

11. NEW BUSINESS

A. Resolution 2025-02, BOC Policy Handbook

City Attorney Tom Trask read Resolution 2025-02 by title only:

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE BOARD OF COMMISSIONERS POLICY HANDBOOK; REPEALING RESOLUTION 2024-02; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Brooks opened to public comment. There were no public comments.

Mayor Brooks said the only change made to the policy, which they discussed at the workshop, was adding a line item on the agenda to respond to public comments and questions directly

after Reports/Correspondence and added a slight definition of what that means. It will be line item 16 on the agenda.

Commissioner Tagliarini motioned to approve Resolution 2025-02, BOC Policy Handbook. Commissioner Ghovae seconded the motion.

ROLL CALL:

Commissioner Tagliarini	"YES"
Commissioner Ghovae	"YES"
Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

B. Resolution 2025-03, Pinellas County 2025 Local Mitigation Strategy (LMS)

City Attorney Tom Trask read Resolution 2025-03 by title only:

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, PINELLAS COUNTY, FLORIDA, ADOPTING THE 2025 PINELLAS COUNTY LOCAL MITIGATION STRATEGY; REPEALING RESOLUTION 2020-12; ADOPTING THE LOCAL MITIGATION STRATEGY AS THE CITY OF MADEIRA BEACH FLOODPLAIN MANAGEMENT PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Brooks opened to public comment. There were no public comments.

Commissioner Tagliarini motioned to adopt Resolution 2025-03, Pinellas County 2025 Local Mitigation Strategy. Commissioner McGeehen seconded the motion.

ROLL CALL:

Commissioner Tagliarini	"YES"
Commissioner McGeehen	"YES"
Vice Mayor Kerr	"YES"
Commissioner Ghovae	"YES"
Mayor Brooks	"YES"

The motion carried 5-0.

12. AGENDA SETTING (May 28, 2025, BOC Regular Workshop)

- A. Resolution 2025-04, Adopting Ceremonial Items Policy
- B. John's Pass Dredging Update
- C. Snack Shack Agreement
- D. Grantworks Agreement
- E. Interlocal Agreement Between Pinellas County and Local Governments for Multimodal Impact Fee Coordination
- F. Impact Fees (Jerry Murphy)
- G. Post-Hurricane Update – Recovery, Rebuild, Permitting, FEMA, FDEM
- H. Emergency Operations Plan (Resolution 2025-05)
- I. ITB 25-06, Boca Ciega Street End Project – Award Recommendation
- J. ITB 25-07, Military Court of Honor Project – Award Recommendation
- K. City Fitness Center

Added Items

- The City Manager added the City Manager's performance evaluation. He said they are required to evaluate their city manager at that workshop. He will provide some criteria, and that document can also be discussed at the May 28th workshop. Vice Mayor Kerr asked if they would be discussing the document or actually doing the evaluation. The City Manager said the employment agreement that was adopted earlier this year says they are to discuss and review the performance evaluation. He will look at it in greater detail. Commissioner Tagliarini said they did that one-on-one in the past. Mayor Brooks said they did not talk about it publicly the last time.
- Vice Mayor Kerr added a timeline for plan review, what is proficient with their manpower, and whether they need to outsource more. A lot of permits will be coming down the line soon, and they need to be staffed accordingly. The Mayor said they have a lot in the queue now.

Mayor Brooks opened to public comment. There were no public comments.

13. REPORTS/CORRESPONDENCE

A. Board of Commissioners – 2025 BOC Meeting Schedule

The Board had no changes to the meeting schedule. Commissioner Tagliarini said he has to work and will arrive late to the budget meeting on May 28th.

The City Clerk said the next State-Mandated Continuing Education in Ethics Webinar is on Wednesday, July 16, 2025, from 10:00 a.m. to 3:30 p.m. and asked if they would like to have it here. Megan Powers had told her the Chamber, or the City Centre Room would be available that day, and the Mayor's conversation event with the community would take place that day. The Mayor said her mayor's conversation is at noon and lasts an hour. She does not mind doing it in person or online. The City Clerk said she would invite the other cities, the Planning Commission, and the

May 14, 2025, BOC Regular Meeting Minutes

Civil Service Commission. She will check what time the lunch break will be, and the City Clerk's Office will provide food for the event.

B. Board of Commissioners – 2025 BOC Meetings Report, January 1, 2025 – April 30, 2025

The City Clerk said she will keep the meeting report up to date each month, and at the end of the year, they will have an annual report. If the Commission wants to make any changes, she is happy to make them; she is there to please.

Mayor Brooks opened to public comment. There were no public comments.

The Board said it was a good job. Mayor Brooks said she liked it; it is fun to read.

C. City Attorney

The City Attorney said he appreciated the Board's support in getting the fire station litigation done. It would be nice to have it behind them so they can concentrate on repairing the fire station.

D. City Clerk's Report – April 2025

The City Clerk reported on the City Clerk's Report for April 2025. The report was the City of Madeira Beach Brief History, History Leading to the 25th Anniversary of the City of Madeira Beach, Florida, and the City of Madeira Beach History of City Managers, from 1953 to the present. The first city manager was hired in 1953.

Commissioner Tagliarini thanked the City Clerk and said he enjoyed reading it.

Mayor Brooks opened to public comment. There were no public comments.

Mayor Brooks said she likes to read history. It is interesting.

E. City Manager

The City Manager:

- Reminded everyone that on Wednesday, May 28th, at 4:00 p.m., there will be the Budget Workshop for Fiscal Year 2026, followed by the regular Board of Commissioners workshop at 6:00 p.m.
- On Friday, May 23rd, they will participate with the City of Treasure Island in their annual Walk to the Beach Day from 1:00 p.m. to 3:00 p.m. City staff and other volunteers will be at three locations to encourage pedestrian and bicycling safety: on Gulf Blvd. at Madeira Way, the 141st crosswalk, and the 133rd crosswalk. He encouraged everyone to come out to the beach. There will be some giveaway items.

- On June 7th, they will have the first Midnight Market. The Pinellas Chambers will host the event at ROC Park from 5:00 p.m. to midnight. He encouraged everyone to come out. There will be dozens of vendors, music, and family and individual fun.
- July 3rd will be the Madeira Beach fireworks celebration.
- May is graduation month. He congratulated everyone graduating, including his second daughter, who graduated on May 28th.

14. RESPOND TO PUBLIC COMMENTS/QUESTIONS

Mayor Brooks asked the City Manager to begin by addressing Sarah Nichols', 522 Johns Pass Ave., comment about one person in the City who can approve a permit. The City Manager said that under the Florida Building Code, a certified building official signs every permit, but they do not necessarily review it from beginning to end. Multiple people are reviewing and issuing permits under that license. The City contracted with the CAP Government, which provides building officials, inspectors, and plan reviewers. The resident's comments came from the contracted firm, and he will make sure they are aware that they need to complete the entire process, so the applicants are notified of changes.

Mayor Brooks said that per Florida Statutes, they can only have one building official, but they have additional reviewers and technicians to help. It is not the building official's responsibility to meet with a contractor and tell them how to do their job. Several times, the building official and the Planning Department have spent hours helping contractors. Other staff have been cross trained to do permitting duties to help. She wanted to know if Treasure Island was issuing lift permits in two days, and how they were doing it. If they are, we could incorporate what they are doing here.

Vice Mayor Kerr asked what could hold up the review process of elevating a property. Could the permit be qualified to the structure so the contractor can get started on the lift? He wanted to get things moving. Mayor Brooks agreed. The City Manager said several of the permits on Community Development's spreadsheet have multiple comments back to the applicants for revisions. They would reach out to the property owners to explain where they are in the process. The Mayor thought understanding the process would be good for them and the community. If every contractor consistently has the same issues, are we failing to ask for something we want?

Commissioner Ghovae asked if one permit for work on a property could include work in the right-of-way. The City Manager said yes, but only if it is a driveway. The City does not allow property owners to do work on the street. Permits are given for the specific work, and the plans need to identify what is private and what is public. Commissioner Ghovae thought they could separate the driveway, and work permits to speed up the process, but it does not seem to be an issue.

Mayor Brooks opened to public comment.

Sarah Nichols, 522 Johns Pass Avenue, said they were being told that everything needs to go under one permit, and it is not allowable to separate the permits. If they want to do that, they would need to update the public.

Bob Bellow, 13301 Gulf Lane, suggested they look into the delays being caused by the multiple revision comments because things are so restrictive and difficult to get done with how the Code is written to lift the houses.

15. ADJOURNMENT

Mayor Brooks adjourned the meeting at 7:12 p.m.

Anne-Marie Brooks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk