

**The Inglis Town Commission  
held the Regular Commission Meeting  
at the Inglis Town Hall Commission Meeting Room  
on May 4<sup>th</sup>, 2021 @ 6:00pm**

**Present Were:  
Mayor White, Comm. Brennan (absent), Comm. Levesque,  
Comm. Morin, Comm. J. Schwing, Comm. S. Schwing  
Attorney Fugate**

**Prayer and Pledge to the Flag**

**Motion to Adopt Agenda**

**Commissioner Levesque made a motion to adopt the agenda. Commissioner Joyce Schwing seconded.**

**Commissioner Levesque withdrew the motion. Commissioner Joyce Schwing withdrew the seconded.**

Commissioner Steve Schwing requested to amend the agenda and that Items A & B under New Business be moved to the front of the Agenda.

**Commissioner Morin made a motion to adopt the agenda as it has been adjusted. Commissioner Levesque seconded. Motion carried 4-0.**

**Comments, Ordinances, ETC.**

**1. Attorney Comments:**

**Commissioner Levesque made a motion to accept the contract for the new lawyer. Commissioner Joyce Schwing seconded.**

Commissioner Morin stated on the original RFP there was no mention of a regular flat fee of \$500.00 per month only \$235.00 per hour for the attorneys with no additional fees for paralegal or secretarial time, where did this come from?

Mayor White stated this was what they agreed to do for the Town when he and Scott went to speak with the new Law Firm.

Commissioner Morin stated this was not what was presented, they did not get to see that and that is the point.

Commissioner Morin stated she would like to discuss this because it wasn't in the original fee structure.

Commissioner Levesque stated they had this discussion last week at the meeting and you weren't here.

Commissioner Morin stated she listened to the tape and she didn't hear anything about a flat fee.

Commissioner Levesque stated on the RFP it the \$500.00 or the \$235.00 an hour.

Commissioner Morin stated she listened to the tape and didn't hear anything about a \$500.00 or a \$235.00 it was just \$235.00 as it says for proposed fees for services in the RFP that is the only thing she sees or heard.

Commissioner Joyce Schwing stated that is correct, she is reading it.

Commissioner Steve Schwing stated he is good with it.

Commissioner Morin asked if the fee of \$500.00 was for just one hour with an additional \$235.00 for extra times and meetings.

Commissioner Levesque stated it is a flat fee that will be charged with no additional costs for travel time.

Ron Zadorzany addressed the Commission asking if this was legal to do without input from the residents, he doesn't want this to be a vendetta, he wants to know if the attorney that is coming in is going to pick up the legal issues that are going on now or are these going to be dropped, there are a lot of things he would like to know before another attorney is brought in.

John MacDonald, Fire Chief asked if the Commission had found out if this Law Firm does the Fire Assessments or does it get farmed it out.

Christopher Anderson, Attorney with the Law Firm that is being discussed and he is willing to talk to anyone on the contract.

Commissioner Morin asked if the current rule the Commission set forth on the Department Heads contacting the Attorney is still in effect and what is the billing structure if this is still in place.

Commissioner Levesque stated the Department Heads need to still contact their Department Liaisons and get permission prior to making the call.

Mr. Anderson stated the calls would be billed over and above the \$500.00 flat fee.

Discussion followed.

**Commissioner Levesque made a motion to accept the contract for the new Lawyer. Commissioner Morin seconded. Motion passed 4-0.**

Attorney Blake Fugate asked to address the Commission, stating he just wants to say thank you to all of the folks that sat up here while he was the Attorney, he loves the Town of Inglis and appreciated being able to represent them and despite what they might think he wishes them all the best and he wishes the new Attorney all the best going forward.

Attorney Anderson took his seat at the Commission desk as the new Legal Representative at this time.

#### **New Business:**

**A. Levy County Sheriff Lt. Anderson meet & Greet. (Comm. S. Schwing)**

Lt. Jimmy Anderson, Patrol Lieutenant at the Sheriff's Office, stated he supervises all the Deputies of Green & White, they have 32 Deputies that work the County and 3 Deputies assigned to the Town of Inglis so there are a total of 35 Deputies that he oversees.

Lt. Anderson stated since the new Commission has taken place, he has met with Commissioner Steve Schwing and brought him in on the working relationships with the Sheriff's Department and the past Commission and he will be his point of contact for the Sheriff's Office and if he is not around obviously the Sheriff will be there for any questions.

Commissioner Steve Schwing stated he asked Lt. Anderson to attend this meeting since he is responsible for the Police and he doesn't know that they have ever had the Supervisor for all the deputies at a Town Meeting before and felt it would be nice for the Commission and the Town to meet him so they have a face to put with a name.

Commissioner Levesque asked if there are any other cities in the county that are paying for extra police protection.

Lt. Anderson stated there are no other cities, Cedar Key, Chiefland and Williston have their own Police Department, so that just leaves unincorporated areas.

Commissioner Morin stated when the Police Department was dissolved and the contract was signed with the Sheriff's Office was to ease the transition from their own Police Department to having our own protection, at that point it was saving the Town around \$100,000.00 without the additional lawsuits the Town was getting and that was why the contract was made, they are supposed to stay inside our perimeter and not leave, correct?

Lt. Anderson stated he was not a part of the negotiations with the Sheriff and the past Commission.

Mayor White stated the contract was changed from the first version to the second.

Commissioner Morin commented on persons that have been travelling around town apparently scoping out vacant homes, one across the street from her residence was recently broken into by such a person with a lawn mower blade.

Commissioner Schwing stated he will be meeting with Lt. Long to get information together in order to form a group for the Citizen's Patrol Program.

Harry Brodhead addressed the Commission and Lt. Anderson stating the Deputies that have been assigned to the Town of Inglis are a great resource to the Town.

Judy Blum stated this is why she had asked for a more detailed report from the Sheriff's Department.

Ron Zadorzany commented on the contracts for both the Attorney and the Sheriff's Department.

Commissioner Schwing addressed Mr. Zadorzany's comments stating the Commission held a Special Meeting for the Attorney Contract and will hold a Workshop or Special Meeting to discuss the Sheriff's Contract before it is voted on.

Sue Dorris asked why there had been a Special Meeting with multiple items on it and why those items could not be on the Regular Agenda.

Commissioner Levesque stated there is no way the Commission could cover everything at just the Regular Meetings and that is why they hold Workshops and Special Meetings.

Commissioner Joyce Schwing stated the Town Hall is a great source for information and that the Town Clerk is always available to answer questions.

Commissioner Steve Schwing stated he as well as the other Commissioners have business cards with their phone numbers on them and they are more than welcome to call at any time.

**B. Brandon Buckingham, Advanced Septic. (Comm. S. Schwing)**

Commissioner Steve Schwing stated he asked Mr. Buckingham to attend this meeting since the Town is currently in discussions about a sewer to septic conversion and he wanted to get more in-depth knowledge on septic systems and how the State is handling those so they can make a better decision on whether or not to go with a sewer system versus septic

Mr. Buckingham, Owner of Advanced Septic, Crystal River, Fl., addressed the Commission offering information he has had to deal with through the State of Florida Department of Environmental Protection and the costs associated with both.

Discussion followed.

**PRESENTATION**

**Town of Inglis F/Y 2019-2020 Audit Presentation, James Moore Certified Public Accountants & Consultants. (Zach Chalifour & Brendan K. McKintrick)**

Zach Chalifour, Partner, James Moore & Company CPA's along with Brendan McKintrick, Director on the Audit, addressed the Commission to discuss the Annual Audit for the September 30, 2020 FY stating they have supplied a power point to the Commission that reflects the Financial Statements for the Town of Inglis.

Commissioner Steve Schwing addressed the comment made regarding the water rates for the Water Department stating he and the Public Works Supervisor, Wayne Moore are working with Florida Rural Water Association and they are doing rate study to insure the Water Department is meeting the standards required.

Commissioner Levesque stated the Water Department has two SRF Loans that are currently earning a minimal amount of interest compared to the interest being paid on the loans and if these could be paid off that would save funds for the Town.

Commissioner Levesque addressed reallocating personnel in the Departments.

Mr. Chalifour commented on the loans stating these are subsidized loans and the interest is based on the rates from the State and depending on what the Town has in cash reserves.

## 2. Ordinance/Resolutions:

### **A. First Reading of Ordinance 03-21, An Ordinance of the Town of Inglis, Florida amending the text of the Town of Inglis Land Development Regulations, Pursuant to an Application, LDR 21-01.**

Town Clerk Darlene Slattery read Ordinance 03-21 by title only into the record.

**Commissioner Morin made a motion to accept Ordinance 03-21. Commissioner Levesque seconded. Motion carried 4-0.**

### **B. Resolution R2-2021; 2020-2021 Budget Amendment.**

Town Clerk Darlene Slattery read Resolution R2-2021 into the record.

Town Clerk Darlene Slattery explained to the Commission what this Budget Resolution reflected.

John MacDonald, Fire Chief addressed the Commission stating there were invoices submitted after the end of the 2019/2020 Fiscal Year for the new Fire Department Building that should have been received prior.

**Commissioner Joyce Schwing made a motion to except Resolution R2-2021. Commissioner Morin seconded. Motion carried 4-0.**

## 3. Contracts/Agreements:

### **A. State Highway Lighting, Maintenance & Compensation Agreement for contract period 07/01/2021 through 06/30/2028.**

Mayor White stated he has read through this and wants the Road & Bridge Liaison to weigh in on it.

Town Clerk Darlene Slattery stated this is the standard agreement the Commission approves every year for the street lighting located on US Hwy 19.

Wayne Moore, Public Works Supervisor addressed the Commission stating the streetlights that are located along the DOT corridor are inspected annually by DOT.

Discussion followed.

**Commissioner Levesque made a motion to contact FDOT regarding the date on the contract and to also inform them that the city limits has been moved out. Commissioner Joyce Schwing seconded. Motion carried 4-0.**

## Consent Agenda

1. Minutes: Regular Meetings  
Budget Workshops

**Budget Hearings**  
**Workshops**  
**Public Hearings**  
**Special**                      **04/01/2021**

## **2. Financial Statements: March 2021**

**Commissioner Morin made the motion to accept the Consent Agenda. Commissioner Joyce Schwing seconded. Motion carried 4-0.**

### **Regular Agenda**

#### **1. Planning:**

Commissioner Morin stated the next Planning Commission Meeting will be on May 11<sup>th</sup>, 2021 @ 6:00pm.

Dave Banton, Land/Use, Zoning, Code Enforcement Officer addressed the Commission regarding the upcoming items that will be discussed at the Planning Commission Meeting.

#### **2. Code Enforcement:**

Dave Banton, Code Enforcement Officer stated when they hold Code Enforcement proceedings the legal representation for the Town when you are delaying with people's property and money, the board is the judge and jury, they are volunteers that make decisions based on what is presented, it is laid out in Chapter 162.

#### **3. Old Business:**

- A. Drainage – Parcel 12711-000-00 is for sale, water flows from north side of 40 under road to this parcel, water flows from this parcel to Mastadon then empties into the Withlacoochee River. This parcel controls the flow of water by retaining it within a large holding area pit. If this pit were filled in residents would experience flooding. Town would benefit from acquisition of this parcel. (Comm. Joyce Schwing)**

Commissioner Joyce Schwing stated she wants to discuss drainage, she speaks with a lot of residents weekly on drainage, she is currently looking at a parcel located on Hwy 40E that could prove to be beneficial to the Town as a retention pond.

Commissioner Schwing wants to put together a Storm Water Drainage Committee, 5-7 residents, to talk about the maintenance of drainage and land acquisition.

Commissioner Levesque stated there is a 5 acre tract in Cason Acres that the Town currently owns that could be used for drainage, and there is also \$100,000.00 in Transportation Capital Outlay that could be transferred to that department and used to buy that land.

Wayne Moore, Public Works Supervisor stated the two, 2 ½ acre parcels can only be used for mitigation since they are wetland parcels and SWFWMD is big on water quality and using mitigation parcels for the water to flow through before it reaches the river.

Discussion followed.

John MacDonald, Emergency Management Director for Levy County, stated he has been dealing with the flooding issue for years, the problem they have is sheet flooding, they are not going to stop flooding, the trick is how quick they are going to be able to get it moving out of Town.

Mr. MacDonald stated several years back when the Hwy 40 project was done and the big culverts were put in along Butler Road, 194<sup>th</sup> St., what that flow would have done would be to move it out through the Duke property to the river, the other side of Hwy 40 and Cason Acres they are going to run into some serious problems, they need to be careful when dealing with any type of grant money for this type of work, they are going to come in and do environmental studies, historical studies, and they are going to put the brakes on this.

Mr. MacDonald stated any existing ditches the Town has, if using grant money, can only be used to put the ditches back to their original depth.

Discussion followed.

Commissioner Levesque asked the Public Works Supervisor, Wayne Moore if there was any information on the Gladys Court mitigation.

Wayne Moore stated the resident that had asked about the drainage actually is 3 or 4 lots up from the actual scope of the project and backs up to the already pre-existing D.O.T. mosquito ditch, and since this project started they have gotten D.O.T. to come through from the property on the Duke side at the Withlacoochee River to work that ditch all the way back so that it has consistent flow.

Sherri MacDonald, Administrator Town of Yankeetown stated they are currently working on three HMGP mitigation grants and a SWFWMD Grant, there is cooperative funding initiative grant that can be applied for with SWFWMD and they will do benefit cost analysis to see what is best for what they are looking for, she also suggested taking pictures every time it floods.

**Commissioner Joyce Schwing mad a motion to have a Storm Water Drainage Committee of 5 to 7 residents. Commissioner Morin seconded. Motion carried 4-0.**

#### **4. New Business:**

##### **A. Levy County Sheriff's Lt. Anderson meet & greet. (Comm S. Schwing)**

Moved up in the agenda.

##### **B. Brandon Buckingham, Advanced Septic. (Comm. S. Schwing)**

Moved up in the agenda.

**C. Proposal to establish a Historic Ordinance for the Town of Inglis. (Kelly Salter)**

Kelly Salter addressed the Commission stating she is here tonight to propose the drafting of a Historic Ordinance for the Town of Inglis, she has provided the Commission with a packet with a lot of information for them to read through.

Ms. Salter stated in attachment one there is a request to create a historic preservation of idea Committee consisting of at least three members in Town, this committee would evaluate historic properties and determine whether they would fit under the criteria for a historic ordinance and the second would be to once they form that committee to meet with the State Historic Department and they would come in and give them the information on drafting a Historic Ordinance and what all that entails.

Ms. Salter stated the Town of Yankeetown is currently doing the same thing and would be able to address both towns.

Discussion followed.

James Sparkman stated he doubts there are many people here that have read the Comprehensive Plan, it's supposed to be the guiding light and it actually addresses some of this, he suggests that they look at the Comprehensive Plan.

Ruth Rupert requested what the motion was for clarification.

**Commissioner Morin made a motion to form the Historic Preservation Advisory Committee consisting of at least 3 members residing in town. Commissioner Levesque seconded. Motion passed 4-0.**

**D. ADT update system to allow storage & locking of controls, audio cameras in meeting room & lobby Camera. (Comm. Levesque)**

Commissioner Levesque stated this request was to secure the equipment and the quote presented for the first estimate to lock it up where it currently is located was for \$4,300.00 and the second was to change two cameras to audio and move it into the Mayor's office and that quote was \$12,000.00.

Commissioner Levesque wanted to entertain a motion to build a metal box to secure it.

Town Clerk Darlene Slattery stated the ADT Recording System is located in the break room/ storage room area of the Town Building and cannot be seen or accessed by anyone except the office personnel, a shelf could be built in the air handler closet and it could be placed in there, this was a suggestion made by the ADT Representative, to secure it.

Commissioner Levesque stated he could build a box to place it in, he wants it locked up and if we need to access the video for any reason then we can call the Mayor to unlock it.

Town Clerk Darlene Slattery stated the video needs to be available for copying by the office personnel upon request of the residents, Law Enforcement or the Maintenance Department as they have done in the past when issues have come up due to theft, which has happened just recently, vandalism, destruction of Town Property, etc.

Bill Monteverde commented stating there is a purchasing policy and they need to read and learn it.

**E. Testing and schooling for office employees. (Comm. Levesque)**

Commissioner Levesque stated he met with the accountant Robert Beauchamp, they talked about catching up in the office and he said he had no problem helping Darlene with anything she's behind or if she's behind and they also talked about the office in latest software and he recommended keeping the staff up on the software by testing and getting classes or education on anything that they might need to get up to speed on some of the new software that's offered.

Commissioner Morin asked if we had the newest software installed.

Commissioner Levesque stated, "Well we have Excel and we have Microsoft and there's some stuff that could be ironed out a little better, when I try to get some stuff printed out some stuff is not printed out right and I'm having a hard time figuring things out and I think it's just a matter of a little bit of education on that Microsoft and the excel it's not a whole bunch, I want to get the max performance out of the girls we have and if we can send them to class here or there?"

Commissioner Morin stated she understands that does he have any particular classes in mind?

Commissioner Levesque stated, "there was a couple places he's called, he told him about the Work Force Connection and the Florida League of Cities."

Commissioner Morin stated the Work Force Connection is the van that comes to Town.

Commissioner Levesque stated that would be for the testing, for the schooling he told him to send them to the Bookkeepers of Chiefland they have classes up there and they might even have online classes.

Commissioner Joyce Schwing asked what is the Bookkeepers of Chiefland, what type of class is that, is it an accounting class?

Commissioner Levesque stated it is what Beauchamp recommended, it is for software, for any software that we want, Cougar Mountain they do it all.

Commissioner Morin stated, "Cougar Mountain is what we use, so is there specific classes for that?"

Commissioner Levesque stated, "He said that Cougar Mountain was probably beyond our limits, that we don't probably need to be that sophisticated I know we have it and it would be great if we have it to start using it more, but we do a lot with excel."

Commissioner Joyce Schwing asked, "Darlene do you use Cougar Mountain?"

Town Clerk Darlene Slattery stated, "I use Cougar Mountain/Denali, I use excel, I use Microsoft word, I use JUBS/JUS which is the water system software, I use it all."

Mayor White stated, "It's not so much Darlene as it's getting the other ones, what Mr. Beauchamp said is anybody that comes in there he tests them and years later he will run them back through it to see what

particular skill, cause when you go in a job you don't know if your doing this job or that job or that job but once you get in there you focus on what job your doing so they're gonna just excel the job that they're capable of doing is the way he explained it to us so um I don't know where it's a bad thing and the only bad thing he said about the whole thing is then you're teaching them skills to be able to go get a better job somewhere else which is a benefit to them you know and while they're here it's a benefit to us."

Commissioner Morin stated schooling is always a benefit, working as an Insurance Agent she has to recertify every twelve months with all of the different carriers so she's use to it.

Commissioner Joyce Schwing stated this isn't certifications, this is software they're talking about, which is different.

Commissioner Levesque stated, "So I make a motion to do that."

Commissioner Joyce Schwing stated, "I just have a question for the Town Clerk, "So how do you feel about that?"

Town Clerk Darlene Slattery stated, "I am alright with learning all different kinds of stuff, I use the software that we have all the time."

Commissioner Joyce Schwing stated, "You probably have done this a long time, you probably could teach a class."

Town Clerk Darlene Slattery stated, "Well I mean I definitely know how to use excel and stuff."

Commissioner Levesque asked, "Is there anything you think you could use or the other girls could use?"

Town Clerk Darlene Slattery stated, "Cery uses excel with the spreadsheets she uses for the Water and Jaden uses the excel and the Microsoft word program to transcribe the minutes."

Commissioner Levesque stated, "But you use the Cougar Mountain too right, shouldn't we be cross training everybody here?"

Town Clerk Darlene Slattery stated, "I use Cougar Mountain every day, Jaden uses Cougar Mountain when she does the payroll, calling in the FRS and doing Accounts Payable."

Commissioner Levesque stated, "So you girls know all that has to be done."

Town Clerk Darlene Slattery stated, "Everything that we utilize for what our job entails us to do we use through the Cougar Mount Software, if there is something we can benefit from I'm not against looking into."

Commissioner Joyce Schwing stated she is a big fan of the Florida League of Cities, I've learned a lot from them and have taken a lot of classes online from them, so my question is so what was available, what did they share with you on the Florida League of Cities for them for education?"

Commissioner Levesque stated, "He didn't even look into going that far, until he was able to make a motion to see who was on board with him."

Commissioner Joyce Schwing stated, “She would interested in that more than the regular computer information that is used.”

Town Clerk Darlene Slattery stated she receives emails all the time from Florida League of Cities and forwards them to whomever they might pertain to, just today she received an email for a webinar offered by James Moore & Associates, the CPA Firm, so she signed up for the Accounting Webinar and if the Commission allows her to continue with this procedure it would prove to be beneficial.

Commissioner Levesque stated the testing will tell them what anybody is lacking.

The Town Clerk Darlene Slattery asked who does the testing?

Commissioner Morin asked the same question.

Commissioner Levesque stated Work Force or Florida League of Cities.

The Town Clerk stated Work Force Connection is a company where you go and sit down and sign up for a job and that is a pre-employment test so the Florida League of Cities would be better.

Commissioner Levesque stated these were the suggestions made by Mr. Beauchamp.

**Commissioner Levesque made a motion to send them out for testing for the software and whatever if their lacking anything to go ahead and send them for classes. Commissioner Morin seconded for discussion.**

Commissioner Morin asked with the League of Cities?

Commissioner Levesque stated, “Or whoever we decide, you might find something better, but until we find out what they’re lacking if they are, I’m fine with the League of Cities.”

Commissioner Morin stated, “She needs direction to see where we’re going, everybody seems to be comfortable with the Florida League of Cities, Work Force is just what she said, it’s for pre-employment to help you get a job.”

Commissioner Levesque stated he is good with that, those were just the two he recommended.

Mayor White stated there might be something we come and show you and you might be like no go to that, until we research it, and she does she can research it.

Commissioner Morin stated she has already signed up for three of those, she is familiar with those, that is why I was going down that road.

Commissioner Joyce Schwing stated flexibility is important too.

**Motion passed 4-0.**

**5. Dept Report by Commissioners:****A. Budget & Finance.**

Commissioner Levesque gave the Revenue & Expense report totals stating the totals reflect that there was more spent than received but the explanation he was given was that the revenues trickle in and there are months when we receive more in revenue.

**B. Water Dept.**

Commissioner Steve Schwing gave the report for the Water Department and again commented on the water rate study that Florida Rural Water is currently doing for the Town of Inglis Water Department as well as the design

**C. Maintenance/R&B.**

Commissioner Joyce Schwing read the report for the Road & Bridge Department and gave an update on the repairs for the Mastadon Bridge.

**D. Law/Fire.**

Commissioner Steve Schwing read the reports for the Law & Fire.

Commissioner Steve Schwing commented once again on a topic that had been discussed earlier in tonight's meeting, readdressing the fact that he is in negotiations with the Sheriff on the contract for Law Enforcement and informed the Commission that he also will be addressing the Yankeetown Council at their next Regular Council Meeting on the topic of the Law Enforcement contract.

**E. Land Use/Code Enforcement.**

Commissioner Levesque reminded the Commission and the residents in attendance that there was a tentative Code Enforcement Meeting scheduled for May 27, 2021 at 6pm.

**F. Planning.**

Commissioner Morin stated there would be a Planning Commission Meeting on Tuesday May 11<sup>th</sup>, 2021 @ 6:00pm.

**G. Health/Welfare/Rec.****H. Animal Control.**

Commissioner Morin stated there are no animals at the building and that the department is running smoothly.

**7. Workshops & Special Meetings:****8. Town Clerk:**

**9. Comments:**

**A. Mayor:**

Mayor White stated they are considering moving the Commission Meeting night to the second or third Tuesday so that the Town Clerk will have a chance to get the bank statements balanced but that will be a topic for another meeting.

**B. Commission.**

**Commissioner Joyce Schwing made a motion to adjourn. Commissioner Morin seconded. Motion carried 4-0,**

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**Attested By: Town Clerk**

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**Approved By: Mayor**

Transcribed By: Darlene M. Slattery