

**APPROVAL OF MINUTES FOR  
OCTOBER 19, 2020 - REGULAR WORKSHOP  
NOVEMBER 2, 2020 - REGULAR MEETING  
NOVEMBER 4, 2020 - SPECIAL WORKSHOP - RETREAT  
NOVEMBER 9, 2020 - REGULAR WORKSHOP  
NOVEMBER 9, 2020 - SPECIAL MEETING  
NOVEMBER 9, 2020 - EMERGENCY MEETING**

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
VIRTUAL REGULAR WORKSHOP  
OCTOBER 19, 2020**

**Present:** Mayor Ken Schneier, Commissioners George Spoll and Ed Zunz

**Participating by**

**Remote Access:** Vice Mayor Mike Haycock, Commissioners B.J. Bishop, Jack Daly, Sherry Dominick

**Also Present:** Town Manager Tom Harmer, Town Clerk Trish Shinkle, Information Technology Director Jason Keen

**Also Participating by**

**Remote Access:** Town Attorney Maggie Mooney

**1. Call to Order**

**Mayor Schneier called the Virtual Regular Workshop to order at 1:00 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, with limited Staff members present.**

Mayor Schneier noted Executive Order No. 20-246 providing for the continuation of holding remote meetings utilizing Communications Media Technology (CMT) until October 31, 2020.

**2. Roll Call**

Town Clerk Trish Shinkle called roll for attendance by remote participation with all Commissioners present.

**3. Pledge of Allegiance**

**4. Pledge of Public Conduct**

Mayor Schneier led the Pledge of Allegiance, noted the Town's Civility Policy, and read the Pledge of Public Conduct.

**5. Approval of Virtual Meeting Protocols and Process**

Town Manager Tom Harmer reviewed the procedures and the protocols for the virtual meeting.

**There was consensus to approve the procedures and protocols as stated.**

**6. Public to be Heard**

\*Virtual public participation instructions were provided as an attachment to the meeting agenda.

A. At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.

No items were presented.

B. All other agenda items except public hearings.

No items were presented.

**7. Reports & Presentations**

A. Committee Reports

No items were presented.

**B. Recognition of Longboat Key Police Chief Pete Cumming**

Town Manager Tom Harmer commented on the services provided by the Longboat Key Police Department and noted his first meeting with Police Chief Pete Cumming. Town Manager Harmer commended Chief Cumming for his service to the Town and the State of Florida for over 40 years of service and noted a plaque was being presented to Chief Cumming.

Individual Commissioner comments followed commending and thanking Chief Cumming for his service to the Town and the State of Florida.

Chief Cumming commented on his service to the Town and thanked the Commission and Town staff for their support during his employment.

**C. COVID-19 Update**

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic. Recommended Action: None, informational only.

Town Manager Tom Harmer gave a PowerPoint presentation updating the Commission on the Town's response to the pandemic, reviewed current State statistics, noted the current positive cases on Longboat Key and surrounding areas in Sarasota and Manatee Counties, and discussed the November meeting process. Discussions were held on the following topics/issues:

- State's refusal to monitor seasonal residency and visitors expected during season
- discussions held with State Health officials
- options to coordinate with Homeowner and Condominium Associations on enforcing rules/reconnect and encourage assistance in collecting information
- beach accesses/minimal response to issues required.

**8. Discussion Items**

**A. Discussion of Longboat Key Property Tax Base Review and Economic Analysis**

Following receipt of final certified assessed property values by both County Property Appraiser's Offices, Town staff noted decreased values in Sarasota County, and increased values in Manatee County. An expert in both economics and real estate, JTA, LLC, President John Tuccillo, was engaged to conduct a Longboat Key Property Tax Base Review and Economic Analysis. That report will be discussed by Mr. Tuccillo at the October 19, 2020, Regular Workshop Meeting. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Mr. Tuccillo provided an overview of his market analysis relating to property values on Longboat Key. Discussions were held on the following topics/issues:

- current market trends/reversal of actions since reopening under the COVID-19 orders
- current condition of older properties/options to assist aging properties
- providing transparency/additional data to the Property Appraiser's office that may support property values
- communication to larger condominium associations and homeowners' associations (HOA) to consider establishment of reserves for upgrading their properties
- lack of authority to regulate or require reserves
- options to hold public workshops or meetings to provide information on budgeting/assessment options to fund future improvements/renovations of property

- Federation Leadership Meeting topics
- long range planning options for condominium associations/HOA's
- off-island traffic impacts
- amenities provided/services lacking on island
- options to encourage more full time or longer term residency
- anticipated development of the Town Center/amenities to be considered
- current zoning restrictions on Longboat Key/zoning advantages and disadvantages
- improved communications between the Finance Department and the Planning, Zoning, and Building Department
- past efforts in the development of the Town Center
- options to ensure integrity of the property assessments/improved communication with Property Appraisers' offices.

Mayor Schneier thanked Mr. Tuccillo on his report, opinions, and participation in the Commission meeting.

#### B. Metropolitan Planning Organization (MPO) Long Range Transportation Plan & Funding Update

The MPO has updated their 25-year Long Range Transportation Plan (required every 5 years) and the associated Cost Feasible Plan element. Town staff will provide an overview of the Plan, including those projects that will benefit and/or impact the Town of Longboat Key, and discuss the upcoming MPO Virtual Safety Policy Panel Meeting in November. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Public Works Director Isaac Brownman gave a PowerPoint presentation on the MPO Long Range Transportation Plan. Discussions were held on the following topics/issues:

- MPO Board composition/number of representatives for various municipalities/counties
- necessity to keep focus on barrier islands
- option for bus by-pass lane (Sarasota)
- impact of bus by-pass lane on bicycle/pedestrian traffic
- bicycle destinations to Longboat Key
- strategy to develop long-range plan on the Complete Street Plan for Longboat Key
- Florida Department of Transportation/MPO interaction
- lack of the Country Club Shores turn-lane plan in the MPO Plan
- future of public transit on Longboat Key
- the differences in the proposed plans of SCAT and MCAT
- option for a "mobility on demand" service
- need for a unified plan between the Counties
- language for correspondence to the Sarasota County Commission.

#### C. Utilities Undergrounding Project Update

At each Regular Workshop Meeting the Town Manager and staff provide an update on various components of the Utilities Undergrounding Project. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Public Works Project Manager James Linkogle and CDM Smith Representative Mark Porter gave a PowerPoint presentation and

update on the Utilities Undergrounding Project and budget. Upon inquiry, Mr. Linkogle commented on the anticipated time for the first switch over on the system.

**9. Town Commission Comments**

No items were presented.

**10. Town Attorney Comments**

No items were presented.

**11. Town Manager Comments**

A. Elections

Town Manager Tom Harmer noted that information relating to early voting had been provided on the Town's website advising of the closest locations for Longboat Key voters.

B. School Board

Town Manager Tom Harmer advised that the Sarasota County School Board has scheduled the annual Convocation of Governments meeting relating to school facility planning on January 15, 2021, and requested input from the Commissioners on items to be placed on the agenda.

C. Public Works

Town Manager Tom Harmer noted he and Public Works Director Isaac Brownman had met with a representative of the Longboat Key Historical Society (LBKHS) relating to the historic cottage located in the Village. Town Manager Harmer advised that the LBKHS requested consideration to place the smaller cottage on Town property and reviewed the discussions held.

**There was consensus for Staff to proceed with discussions with the LBKHS regarding relocation of the smaller historic cottage on the Town Center property.**

Discussions were held on the following topics/issues:

- status of second "L" shaped building (LBKHS working with another group on building)
- required approvals for use in another area
- compatibility/overall look of Town Center
- option to consult with Hoyt Architects relating to a proposed location/location option
- preliminary layout/stake out possible location for Commission review
- LBKHS ability to maintain facility
- insurance requirements/possible impacts on cost of Town insurance rates.

Town Manager Harmer advised that he would report back in November.

**12. Adjournment:**

**Mayor Schneier adjourned the October 19, 2020, Regular Workshop at 3:25 p.m.**

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Trish Shinkle, Town Clerk

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Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
REGULAR MEETING (IN-PERSON/VIRTUAL)  
NOVEMBER 2, 2020**

**Present:** Mayor Ken Schneier, Vice Mayor Mike Haycock, Commissioners George Spoll and Ed Zunz

**Participating by**

**Remote Access:** Commissioners B.J. Bishop, Jack Daly, Sherry Dominick

**Also Present:** Town Manager Tom Harmer, Town Clerk Trish Shinkle, Information Technology Director Jason Keen

**Also Participating by**

**Remote Access:** Town Attorney Maggie Mooney

**1. Call to Order**

**Mayor Schneier called the Regular (Hybrid) Meeting to order at 1:00 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, with limited Staff members present.**

**2. Roll Call**

Town Clerk Trish Shinkle called roll for attendance by in-person and remote participation with seven Commissioners present.

**3. Pledge of Allegiance**

**4. Pledge of Public Conduct**

Mayor Schneier led the Pledge of Allegiance, noted the Town's Civility Policy, and read the Pledge of Public Conduct.

**5. Ratification of Actions Taken at Virtual Meetings and Approval of Hybrid (In-Person/Virtual) Meetings**

A. Resolution 2020-28, Ratifying and Confirming All Actions Taken by the Town Commission, Boards, and Committees During Virtual Meetings During COVID-19 Pandemic and Authorizing Hybrid Meetings. By passing Resolution 2020-28, the Commission will ratify and confirm all actions taken by Town Commission, Boards, and Committees during virtual meetings, workshops, quasi-judicial hearings, and public hearings from April 2020 through present, and authorizing the incorporation of hybrid meetings. Recommended Action: Pass Resolution 2020-28.

Town Manager Tom Harmer provided an overview of the process and protocols for the in-person/virtual meeting.

**Vice Mayor Haycock moved to accept the virtual meeting protocols and approve the developed process. The motion, seconded by Commissioner Spoll, carried by a 7-0 roll call vote, as follows: Haycock, aye; Spoll, aye; Daly, aye; Zunz, aye; Schneier, aye; Bishop, aye; Dominick, aye.**

Town Clerk Trish Shinkle placed Resolution 2020-28 on record by title only.

**Commissioner Spoll moved to pass Resolution 2020-28. The motion was seconded by Commissioner Zunz.**

Town Attorney Maggie Mooney provided an overview of Resolution 2020-28, requested the

Resolution be amended to include the following statement in Section 3, and requested adoption:

“As long as a physical quorum is present and the Town Commissioner(s) or advisory board member(s) can be visually seen and heard by other meeting participants while appearing virtually, the virtual participants (Commissioners and advisory board members) will be considered present at such proceedings and afforded full participant status.”

**Upon inquiry, Commissioners Spoll and Zunz confirmed that the additional language would be incorporated into the Resolution and motion.**

**The motion to pass Resolution 2020-28, as amended, carried by a 7-0 roll call vote, as follows: Spoll, aye; Zunz, aye; Dominick, aye; Bishop, aye; Haycock, aye; Schneier, aye; Daly, aye.**

#### B. Other Business

Mayor Schneier offered the following comments:

- welcomed back to the public and Commissioners in attendance
- requested those participating virtually to speak slowly and clearly
- congratulated Staff on the recent bond rating received by the Town
- noted the Citizen’s Academy will be held in 2021, with the date to be determined.

### 6. Public to be Heard

Opportunity for Public to Address Town Commission

A. At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.

#### 1. Town Commission

Mr. Rusty Chinnis, Longboat Drive East, noted support for the Town to sponsor an environmental project in response to the sewage line break.

B. All other agenda items except public hearings.

No items presented.

### 7. Reports

#### A. Committee Reports - Organizations

Commissioner Daly commented on the Metropolitan Planning Organization’s (MPO) approved projects and reviewed the Town’s position relating to the Task Force considering the options for transit services on Longboat Key.

#### B. Introduction of Police Chief Kelli Smith

Following comments by Town Manager Tom Harmer on the employment of Police Chief Kelli Smith, Chief Smith commented on her future service to Longboat Key.

#### C. COVID-19 Update

The Town Manager will brief Commissioners on the Town’s response to the COVID-19 pandemic. Recommended Action: None, informational only.

Town Manager Tom Harmer gave a PowerPoint presentation updating the Commission on the Town’s response to the pandemic, reviewed current State statistics, noted the current positive cases on Longboat Key and surrounding areas in Sarasota and Manatee Counties. Discussions were held on the following topics/issues:

- 8 positives in Manatee County as of November 2, 2020/breakdown of long-term residents versus visitors
- non-disclosure by Health Department below zip code level
- visitors may not show on positive cases if they use a different zip code
- options to get information on contact tracing to ensure restaurants are/are not source of exposure
- preventive measures (service workers wearing masks)
- contact tracing
- opportunity for presentation by Health Department Director Chuck Henry
- upcoming public events/precautions and measures/distribution of “swag” bags
- Town’s response (mask ordinance)/reliance on residents and organizations for compliance with mask ordinance.

## **8. Consent Agenda**

The purpose of the Consent Agenda is to expedite those items on an agenda that appear to be of a routine nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Meeting Agenda by any member of the Town Commission without having to make a motion, receive a second, or submit to a vote. Otherwise, all items on the consent Agenda are voted upon in their totality by one action (motion, second and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda is a vote of confirmation to the action noted in each item.

### **A. Approval of Minutes**

September 14, 2020 Regular Meeting; September 29, 2020 Regular Workshop Meeting; September 29, 2020 Special Meeting; September 30, 2020 Attorney-Client Meeting; and October 5, 2020 Regular Meeting Minutes. Recommended Action: Approve Minutes.

### **B. Public Forum Permit Application Request for Waiver of Permit Fee**

The Longboat Key Chamber of Commerce is requesting a Public Forum Permit Application fee waiver of \$100 for the November 28, 2020 Tree Lighting Ceremony at the Town Center Open Venue. Recommended Action: Approve the request for Public Forum Permit fee waiver.

### **C. Memorandum of Understanding (MOU) for Tampa Bay Regional Resiliency Coalition**

The Tampa Bay Resiliency Coalition is a regional collaboration formed to address sea level rise, climate resiliency and includes 29 local governments including Sarasota and Manatee Counties. Recommended Action: Authorize Mayor to execute the MOU with Tampa Bay Resiliency Coalition.

### **D. 2021 Town Commission Meeting Schedule**

Each year the Town Commission adopts their meeting schedule for the upcoming calendar year which includes all customary meetings, and required meetings that can be reasonably anticipated at this time. The schedule accommodates Town-observed holidays, religious observances, Florida Statutes advertising requirements for Budget adoption, and builds in Commission stated preferences regarding holidays and other conflicts. Recommended Action: Adopt 2021 Town Commission Meeting Schedule.

### **E. Interlocal Agreement with Manatee County for Beach Improvements and Maintenance Providing for Reimbursement for Actual Costs Up To \$2.69 Million**

The Interlocal Agreement with Manatee County provides for reimbursement of up to \$2.69 million to the Town for actual costs incurred in the design, permitting, and construction of

the North End Beach Maintenance Project. Recommended Action: Authorize Manager to sign MOU with Manatee County.

**Mayor Schneier pulled Item 8D for discussion later this meeting.**

**Vice Mayor Haycock moved to approve Items 8A through 8C and 8E on the Consent Agenda in accordance with Staff's reports and recommendations. The motion, seconded by Commissioner Zunz, carried by a 7-0 roll call vote, as follows: Haycock, aye; Zunz, aye; Daly, aye; Dominick, aye; Bishop, aye; Spoll, aye; Schneier, aye.**

### **9. Ordinances – First Reading**

A. Ordinance 2020-09, Amending Chapter 74, Parking Schedules, Providing for Residents' Parking Permit Program for Longbeach Village

Ordinance 2020-09 amends Chapter 74, Parking Schedules, to add Schedule IV to establish a Residents' Only Parking Permit program for Longbeach Village. This item was forwarded to the November 2, 2020, Regular Meeting following discussion at the September 29, 2020, Regular Workshop Meeting. Recommended Action: Forward to the December 7, 2020, Regular Meeting for second reading and public hearing.

Town Clerk Trish Shinkle placed Ordinance 2020-09 on record for first reading by title only.

**Commissioner Zunz moved to pass Ordinance 2020-09 and to forward to the December 7, 2020, Regular Meeting for second reading and public hearing. The motion was seconded by Commissioner Spoll.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Director Allen Parsons gave a PowerPoint presentation on Ordinance 2020-09. Mr. Parsons reviewed the clarifications to the Ordinance following the September Workshop Meeting as outlined in the Staff report. Discussions were held on the following topics/issues:

- parking for vehicles launching boats/inclusion of language to clarify
- definition of resident throughout the Code/consistency of Code
- total number of parking spaces within the Village (415)
- number of parking spaces on Broadway included in the RPP (Resident Parking Program).

The following individuals, present in the Chamber, commented on Ordinance 2020-09:

- Mr. Robert Lopez, Broadway Street
- Ms. Carla Rowan, Broadway Street
- Ms. Cindy Fischer, Linley Street
- Ms. Becky Parrish, Hughes Street
- Mr. Michael Drake, Longboat Drive South.

The following individuals participated virtually:

- Mr. Henry Smith, Linley Street
- Mr. Rusty Chinnis, Longboat Drive East
- Mr. Pete Rowan, Broadway Street

Town Clerk Shinkle read written comments by Mr. Steve Kring, Broadway Street, for the record.

Mayor Schneier noted that additional written comments received through the Town's e-mail system had been distributed to Commissioners.

Discussions were held with Town Attorney Maggie Mooney on the following topics/issues:

- option to expand the resident only parking to residents of Longboat Key who do not live in the Village
- option for exclusion of some parking spots on Broadway from the RPP
- consideration of “equal protection arguments”
- non-inclusion of boat ramp and boat launching in the RPP.

**Mayor Schneier requested inclusion of language relating to the boat ramp and boat launching not be included in the RPP. Commissioners Zunz and Spoll accepted the proposed revision to Ordinance 2020-09.**

**Mr. Parsons requested that the motion include the clarifications presented this date. Commissioners Zunz and Spoll incorporated the clarifications into the motion.**

Subsequent to comments on the definition of resident, Town Attorney Mooney noted that Staff can draft language to further clarify the definition of resident.

**The motion to pass Ordinance 2020-09, as amended, carried by a 6-1 roll call vote, as follows: Zunz, aye; Spoll, aye; Schneier, aye; Dominick, aye; Haycock, no; Daly, aye; Bishop, aye.**

**RECESS:** 3:20 p.m. – 3:30 p.m.

B. Ordinance 2020-20, Amending Chapter 33, Boards and Commissions, Expanding the Authority of the Special Magistrate to Hear Parking Related Appeals  
Ordinance 2020-20 would add Chapter 72, Stopping, Standing and Parking, and Chapter 74, Parking Schedules, to be included among the Chapters the Special Magistrate would have authority and jurisdiction to consider appeals. Recommended Action: Forward Ordinance 2020-20 to the December 7, 2020, Regular Meeting for second reading and public hearing.

Town Clerk Trish Shinkle placed Ordinance 2020-20 on record for first reading by title only.

**Commissioner Spoll moved to pass Ordinance 2020-20 on first reading and to forward to the December 7, 2020, Regular Meeting for second reading and public hearing. The motion was seconded by Vice Mayor Haycock.**

Town Manager Tom Harmer provided an overview of Ordinance 2020-20.

Mayor Schneier commented on correspondence received relating to issues in a neighborhood pertaining to unleashed dogs and inquired as to enforceability.

**The motion carried by a 7-0 roll call vote, as follows: Spoll, aye; Haycock, aye; Bishop, aye; Dominick, aye; Daly, aye; Schneier, aye; Zunz, aye.**

C. Ordinance 2020-19, Establishing the 2021 Election Dates

The Town Commission will consider Ordinance 2020-19 which provides for the dates of January 26, 2021 for a Preliminary Election (if required), and March 9, 2021 for the General Municipal Election. It also provides for early voting in accordance with State law, for ballot presentation, and advertising. Recommended Action: Forward Ordinance 2020-19 to the December 7, 2020, Regular Meeting for second reading and public hearing.

Town Clerk Trish Shinkle placed Ordinance 2020-19 on record for first reading by title only.

**Commissioner Zunz moved to pass Ordinance 2020-19 on first reading and to forward to the December 7, 2020, Regular Meeting for second reading and public hearing. The motion was seconded by Vice Mayor Haycock.**

Town Manager Tom Harmer provided an overview of Ordinance 2020-19 and advised that if only one individual qualified for each Commission Districts scheduled for election, it would not be necessary to forward the Ordinance for second reading.

**The motion carried by a 7-0 roll call vote, as follows: Zunz, aye; Haycock, aye; Daly, aye; Dominick, aye; Schneier, aye; Bishop, aye; Spoll, aye.**

#### **10. Ordinances – Second Reading and Public Hearing**

A. Ordinance 2020-15, Amending Chapter 93, Vessels, Waterways and Water Activities Ordinance 2020-15 amends Chapter 93 to bring the Town Code into compliance with recently adopted regulations governing vessel anchoring and mooring in Florida Statutes Chapters 327 and 328; which pre-empted much of the vessel anchoring and mooring regulations to the State. This item was forwarded from the October 5, 2020, Regular Meeting for second reading, public hearing, and adoption. Recommended Action: Adopt Ordinance 2020-15.

Town Clerk Trish Shinkle placed Ordinance 2020-15 on record for second reading and public hearing by title only.

**Vice Mayor Haycock moved to adopt Ordinance 2020-15. The motion was seconded by Commissioner Spoll.**

**Mayor Schneier opened the public hearing.**

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Director Allen Parsons gave a PowerPoint presentation on Ordinance 2020-15.

Following comments, Town Manager Harmer noted that he has a meeting scheduled with the Manatee County Administrator and the issue of noise enforcement by Manatee County is on the agenda to discuss.

**As no one wished to speak, Mayor Schneier closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Haycock, aye; Spoll, aye; Schneier, aye; Bishop, aye; Zunz, aye; Dominick, aye; Daly, aye.**

B. Ordinance 2020-11, Master Water and Wastewater Bond for Future Borrowings, and Authorizing a Not to Exceed \$3.1 Million Revenue Refunding Note to Refinance the State Revolving Fund Loan

The Town Commission will consider Ordinance 2020-11 which establishes a base document for future borrowings and authorizes the issuance of \$3.1 million Wastewater Refunding Revenue Notes to refinance the State Revolving Fund (SRF) loan agreements. This item was forwarded from the October 5, 2020 Regular Meeting for second reading, public hearing and adoption. Recommended Action: Adopt Ordinance 2020-11. Resolution and Public Hearing.

Town Clerk Trish Shinkle placed Ordinance 2020-11 on record for second reading and public hearing by title only.

**Commissioner Zunz moved to adopt Ordinance 2020-11. The motion was seconded by Vice Mayor Haycock.**

**Mayor Schneier opened the public hearing.**

Following comments by Town Manager Tom Harmer, Finance Director Sue Smith gave a PowerPoint presentation on Ordinance 2020-11.

**As no one wished to speak, Mayor Schneier closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Zunz, aye; Haycock, aye; Bishop, aye; Dominick, aye; Daly, aye; Spoll, aye; Schneier, aye.**

**11. Resolutions and Public Hearing**

A. Resolution 2020-26, Supplementing Ordinance 2020-11, Authorizing Not to Exceed \$3.1 Million for Water and Wastewater Refunding Revenue Note

Resolution 2020-26 supplements Ordinance 2020-11 and authorizes the issuance of \$3.1 million Wastewater Refunding Revenue Note Series 2020 for the purpose of refinancing the State Revolving Fund (SRF) Loan Agreements. This authorizes the private negotiated sale of the Note to Truist Bank to refinance the SRF Loan Agreements. Recommended Action: Hold public hearing, pass Resolution 2020-26, and each Commissioner execute Certificate of Public Meetings, and No Conflict of Interest.

Town Clerk Trish Shinkle placed Resolution 2020-26 on record by title only.

**Commissioner Spoll moved to pass Resolution 2020-26 and authorize execution of the required Certificates. The motion was seconded by Commissioner Zunz.**

Mayor Schneier opened the public hearing.

Finance Director Sue Smith provided an overview of Resolution 2020-26.

Mayor Schneier commended Staff and bond counsel for their efforts in achieving cost savings for the Town.

**As no one wished to speak, Mayor Schneier closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Spoll, aye; Zunz, aye; Daly, aye; Bishop, aye; Dominick, aye; Schneier, aye; Haycock, aye.**

B. Resolution 2020-29, Amending FY20 Budget in the Amount of \$88,500 for Water and Wastewater Operating Fund

Resolution 2020-29 provides for a FY20 Budget transfer as part of the annual year-end adjustments for costs associated with the sewer pipe leak in June 2020. Sufficient funds are available in the Water Department to cover these costs. Recommended Action: Hold public hearing and pass Resolution 2020-29.

Town Clerk Trish Shinkle placed Resolution 2020-29 on record by title only.

**Commissioner Spoll moved to pass Resolution 2020-29. The motion was seconded by Commissioner Bishop.**

**Mayor Schneier opened the public hearing.**

Town Manager Tom Harmer provided an overview of Resolution 2020-29 and responded to inquiry regarding additional amendments that may be required due to sewer spill.

**As no one wished to speak, Mayor Schneier closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Spoll, aye; Bishop, aye; Haycock, aye; Schneier, aye; Dominick, aye; Zunz, aye; Daly, aye;**

C. Resolution 2020-25, Amending the FY20 Budget in the Amount of \$84,500 for COVID-19 Expenses

Resolution 2020-25 provides for a FY20 Budget transfer as part of the annual year-end adjustments to cover various unbudgeted expenses resulting from the declared State of Emergency issued in March 2020 by Governor DeSantis in response to the COVID-19 pandemic. Funds would be transferred from the General Fund Contingency to the Emergency Management Department Budget. Recommended Action: Hold public hearing and pass Resolution 2020-25.

Town Clerk Trish Shinkle place Resolution 2020-25 on record by title only.

**Commissioner Spoll moved to pass Resolution 2020-25. The motion was seconded by Vice Mayor Haycock.**

**Mayor Schneier opened the public hearing.**

Town Manager Tom Harmer provided an overview of Resolution 2020-25.

**As no one wished to speak, Mayor Schneier closed the public hearing.**

**The motion carried by a 7-0 roll call vote, as follows: Spoll, aye; Haycock, aye; Daly, aye; Schneier, aye; Zunz, aye; Bishop, aye; Dominick, aye.**

## **12. New Business**

A. Town of Longboat Key 2021 Legislative Priorities

Each year the Town Commission establishes a list of the Town's Legislative Priorities to present to the Sarasota County Legislative Delegation, the Manatee County Legislative Delegation, and the Manasota League of Cities. Recommended Action: Establish 2021 Legislative Priorities.

Town Manager Tom Harmer provided an overview of the Legislative Priorities process, noted the issues included, and provided language relating to enhancement to existing mid-block crossings. Upon inquiry, Town Manager Harmer suggested that the additional item be grouped with Transportation related items.

**Vice Mayor Haycock moved to approve the 2021 Legislative Priorities, as amended. The motion, seconded by Commissioner Bishop, carried by a 7-0 roll call vote, as follows: Haycock, aye; Bishop, aye; Spoll, aye; Zunz, aye; Daly, aye; Dominick, aye; Schneier, aye.**

B. Historic Whitney Beach Cottage Placement on Town Center Property

The Town Manager will provide an update on the Historic Whitney Beach Cottage being considered for relocation to the Town Center. The Town Manager will also review a proposed lease agreement with the Longboat Key (LBK) Historical Society in the event the Commission elects to move forward with authorizing the placement of the historic cottage on Town-owned property. Recommended Action: Provide direction to Manager.

Town Manager Tom Harmer gave a PowerPoint presentation on the proposed placement of the historic cottage and lease agreement with the LBK Historical Society and advised that the Bay Isles Planned Unit Development (PUD) would require modification.

Discussion ensued on the proposed location of the building, current site conditions, and the approved concept plan.

Mr. Michael Drake, President of the LBK Historical Society, commented on the proposed location of the building.

Following discussion on the proposed location for the building, Town Manager Harmer noted that Staff could stake out additional sites if the Commission wished to postpone the decision.

Upon inquiry, Town Attorney Maggie Mooney advised that action could not be taken at a Workshop but that the Town Commission could hold a Special Meeting following the Workshop on November 9, 2020, to take final action on the issue.

Subsequent to comments on the cost for placement on the various sites, Town Attorney Mooney noted her preference to have the location of the site depicted in the lease agreement.

Mr. Drake commented on the time frame for moving the cottage to the Town Center.

**Mayor Schneier moved to defer discussion and schedule a Special Meeting for November 9, 2020, immediately following the Regular Workshop Meeting.**

Following comments on determination of the location and options to include additional language, Commissioner suggested that the Commission meet at the site and return to the Chamber for discussion and action. Discussion ensued.

**The motion, seconded by Commissioner Zunz, carried by a 7-0 roll call vote, as follows: Schneier, aye; Zunz, aye; Bishop, aye; Dominick, aye; Daly, aye; Spoll, aye; Haycock, aye.**

### **Consent Agenda**

#### **D. 2021 Town Commission Meeting Schedule - Continued**

Each year the Town Commission adopts their meeting schedule for the upcoming calendar year which includes all customary meetings, and required meetings that can be reasonably anticipated at this time. The schedule accommodates Town-observed holidays, religious observances, Florida Statutes advertising requirements for Budget adoption, and builds in Commission stated preferences regarding holidays and other conflicts. Recommended Action: Adopt 2021 Town Commission Meeting Schedule.

Mayor Schneier advised he pulled item 8D from the Consent Agenda to discuss the Workshop schedule in November 2021 and suggested that the November 2021 Regular Workshop be held on the third Monday (November 15, 2021) in lieu of the second Monday (November 8, 2021).

**Commissioner Bishop moved to change the Regular Workshop Meeting to November 15, 2021. The motion, seconded by Commissioner Spoll, carried by a 7-0 roll call vote, as follows: Bishop, aye; Spoll, aye; Daly, aye; Zunz, aye; Schneier, aye; Haycock, aye; Dominick, aye.**

### **13. Town Commission Comments**

#### **A. Town Commission**

Vice Mayor Haycock requested an overview of the off-site retreat on November 4, 2020.

B. Police Department

Commissioner Zunz inquired as to the enforcement of Town Code to address the dog issues brought to the Commission's attention on Jungle Queen Way.

**14. Town Attorney Comments**

No items were presented.

**15. Town Manager Comments**

A. Police Department

Town Manager Tom Harmer commented on the e-mail reporting the dog issues on Jungle Queen Way and noted that the Police Department is following up.

B. Town Commission

Town Manager Tom Harmer noted the Commission Retreat on Wednesday, November 4, 2020, from 10 a.m. to 3:00 p.m. to be located at Sea Place Condominiums (2045 Gulf of Mexico Drive, Longboat Key). Town Manager Harmer noted the room set-up will provide for social distancing and noted that he will be seeking Commission input on strategic direction and long term issues.

C. Elections

Town Manager Harmer noted that Town Hall was a polling precinct for the November 3, 2020, Presidential Election, and advised that precautions were being taken to ensure safety of employees.

D. Police Department

Town Manager Harmer noted two coyote sightings on the North end of Longboat and advised that Staff was monitoring the situation.

E. Elections

Upon inquiry, Town Manager Harmer noted the polls were open from 7:00 a.m. to 7:00 p.m. on November 3, 2020.

**16. Adjournment**

**Mayor Schneier adjourned the November 2, 2020, Regular Meeting at 5:02 p.m.**

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Trish Shinkle, Town Clerk

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Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
SPECIAL WORKSHOP  
STRATEGIC PLANNING  
NOVEMBER 4, 2020**

**Present:** Mayor Ken Schneier, Vice Mayor Mike Haycock, Commissioners B.J. Bishop, Jack Daly, Sherry Dominick, George Spoll and Ed Zunz

**Also Present:** Town Manager Tom Harmer, Town Attorney Maggie Mooney,  
Town Clerk Trish Shinkle

**1. Call to Order**

Mayor Schneier called the meeting to order at 10:04 a.m.

**2. Public to be Heard**

Opportunity for Public to Address Town Commission  
No items were presented.

**3. Discussion Items**

- A. Strategic Planning
- B. Town Manager's Introduction
- C. FY20 Highlights
- D. Mission/Vision/Community Expectations
- E. FY21 Budget Schedule and Parameters
- F. Review and Development of Long-Term Strategic Issues

Town Manager Tom Harmer provided an overview on the process for the meeting and thanked Seaplace for use of the facility.

Town Manager Harmer discussed the FY20 highlights as outlined in the Staff report and requested input on what the Commission felt was working well. Discussions were held with Town Manager Harmer and Town Attorney Maggie Mooney on the following topics/issues:

- one-on-one meetings with Town Manager
- Town Manager's monthly report/options for larger distribution
- Citizen's Academy
- citizen survey (open responses)
- open communication with the City of Sarasota
- relationship with Manatee County resulting in funding contributions
- consideration of additional funding opportunities from both Counties
- opportunity to establish County library services on Longboat Key
- improved relationships with surrounding governmental agencies
- transit/transportation services
- involvement with Florida and National Leagues of Cities (Town Manager and Commissioners)
- opportunity to establish relationships through active participation in the Metropolitan Planning Organization (MPO)

- relationships established through participation on all outside Boards and Agencies/building relationships with Florida legislators/opportunities for them to attend Commission meetings
- budget process
- repetitive presentations/option to incorporate prior presentations into the record to avoid duplication
- Reserve and General Fund balances/Reserve Policy
- transferring back to digital agenda format through use of the iPads
- providing a link for agenda material/agenda distribution process
- Sunshine and Records laws/protection for Commissioners/utilization of Town e-mail accounts
- position papers/Commission policy on distribution/text messaging
- clear direction from Commission majority at meetings/provide staff direction to Town Manager
- consideration of amendments to documents at meetings.

**RECESS:** 11:55 a.m. - 12:35 p.m.

Town Manager Harmer provided an overview of the Mission/Vision/Community Expectations document and reviewed the Strategic Plan Process and the 2021 Strategic Plan Initiatives. Discussions were held on the following topics/issues:

- Commission expectations
- transportation issues/Gulf Stream and U.S. 41 roundabout
- pedestrian overpasses/HAWK (High-Intensity Activated crossWALK) beacons
- strategies to have overpasses included in the City of Sarasota projects
- consideration to include improved cell service on the "Long Term Issues" list
- consideration of costs for the subaqueous force main project before prioritizing projects/impacts to property owners of additional debt on property taxes
- aging properties/insurance costs and issues
- economic outlook received on property values
- development of a 10-year cost forecast/revenue study for projects
- challenges of transportation issues during season
- development of the Town Center building concept/utilization of private funding
- lack of fiber partnership/option to develop a committee
- canal dredging program/payment options
- focus on sea level rise.

Town Manager Harmer displayed a video on the development of a Community Art Center. Discussions were held on options for development of the Town Center.

Town Manager Harmer noted issues discussed this date for prioritization. Additional discussions were held on the following topics/issues:

- Gulf of Mexico Drive (GMD) Complete Streets Corridor Plan
- lack of requirements relating to construction of sidewalks for new developments
- low level lighting between street lights on GMD
- Bayfront Park Recreation Center planning
- determination of public interest in building a Town Center

- combining Recreation Center with Town Center
- utilization of Recreation Center by numerous instructors/groups
- consideration of services offered by other organizations in Town.

Town Manager Harmer advised he would follow-up on the issues discussed and work with the staff to bring back updates and strategies for the items on the long-term issues list.

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

##### **A. Public Works**

Commissioner Daly inquired and Town Attorney Maggie Mooney reviewed the process for an Attorney-Client Session relating to the Florida Department of Environmental Protection's Consent Order.

##### **B. Public Works**

Commissioner Bishop advised that she had noticed "tag graffiti" on transformer boxes/other items on Gulf of Mexico Drive both north and south of Buttonwood Drive.

#### **5. Adjournment**

**Mayor Schneier adjourned the November 4, 2020, Special Workshop at 2:43 p.m.**

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Trish Shinkle, Town Clerk

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Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
REGULAR WORKSHOP (IN-PERSON/VIRTUAL)  
NOVEMBER 9, 2020**

**Present:** Mayor Ken Schneier, Vice Mayor Mike Haycock, Commissioners Jack Daly and Ed Zunz

**Participating by**

**Remote Access:** Commissioners B.J. Bishop, Sherry Dominick, George Spoll

**Also Present:** Town Manager Tom Harmer, Town Clerk Trish Shinkle, Information Technology Director Jason Keen

**Also Participating by**

**Remote Access:** Town Attorney Maggie Mooney

**1. Call to Order**

**Mayor Schneier called the Regular (Hybrid) Workshop to order at 1:00 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, with limited Staff members present.**

**2. Roll Call**

Town Clerk Trish Shinkle called roll for attendance by in-person and remote participation with seven Commissioners present.

**3. Pledge of Allegiance**

**4. Pledge of Public Conduct**

Mayor Schneier led the Pledge of Allegiance, noted the Town's Civility Policy, and read the Pledge of Public Conduct.

**5. Statement of Hybrid Meeting Protocols**

Town Manager Tom Harmer reviewed the hybrid meeting protocols noting the Town Commission's approval of hybrid meetings per Resolution 2020-20, passed on November 2, 2020.

**6. Public to be Heard**

Opportunity for Public to Address Town Commission  
No items were presented.

**7. Reports**

**A. Committee Reports**

No items were presented.

**B. COVID-19 Update**

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic. Recommended Action: None, informational only.

Town Manager Tom Harmer gave a PowerPoint presentation and update on the COVID-19 statistics and reviewed the status of Tropical Storm Eta.

**8. Discussion Items**

**A. Report and Recommendations Regarding Marine Turtle Protection Ordinance (Proposed Amendments to Town Code, Chapter 100)**

Staff has conducted a thorough review of Town Code Chapter 100, Marine Turtle Protection, to bring recommendations for additions regarding best management practices, technical

advancements, and consistencies with language from regulatory agencies. Recommended Action: Forward Ordinance 2020-12 to December 7, 2020, Regular Meeting for first reading.

Following comments by Town Manager Tom Harmer, Planning, Zoning, and Building Department Director Allen Parsons gave a PowerPoint presentation on proposed updates to Chapter 100, Marine Turtle Protection. Discussions were held on the following topics/issues:

- increase in number of nests and crawls in relation to disorientations
- consideration of the amount of time spent monitoring of nests/disorientations on Longboat Key versus other jurisdictions
- window tinting recommendation (15% versus 45%)/lighting restrictions
- type of tinting on Insure-All building on Bay Isles Road
- applicable to new construction or remodeling/replacements (not existing structures unless replaced)
- recommendation to eliminate up-lights/flood lights (decorative lights that project upward)
- code applicable to beach front property only
- applicable to existing and new development/effective date
- prohibition of temporary lighting on beach at night/lack of option for use of flash light for safety reasons
- difficulty in enforcement with one Code Enforcement Officer/reliance on education and voluntary compliance
- storage of recreational equipment
- allowing beach furniture to be stored for upland property owners only
- model ordinance included in Staff report/portions to be utilized
- previous consideration/rationale of the existing turtle protection ordinance/court upheld existing Ordinance by Manatee and Sarasota courts
- educational/enforcement options.

The following individuals commented on proposed amendments to Chapter 100:

- Mr. Tim Thurman, President of the Longboat Key Turtle Watch
- Ms. Cyndi Seamon, Vice President of Longboat Key Turtle Watch.

Discussion ensued on the following topics/issues:

- window tinting options
- previous consideration of turtle protection ordinance
- estimated time film would last/manufacturer's warranty.

**There was consensus to instruct staff to draft an Ordinance with recommendations, obtain input from organizations, modify/clarify of existing Code, provide further consideration of flashlights/up-lighting recommendations, and provide a general comparison of surrounding communities regulations.**

**RECESS:** 2:41 p.m. – 2:50 p.m.

#### B. Beach Projects Update

The Town Manager and staff will provide an update on the Town's beach projects to include the status of permitting, projected timeline, and funding for structures' maintenance, beach

nourishment, and Greer Island Spit management. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Public Works Project Manager Charlie Mopps gave a PowerPoint presentation on the beach projects. Discussions were held on the following topics/issues:

- advantage of postponing Segment B to align with Manatee County planned work (cost savings)
- presentation of the Town's project to Manatee County Commission (December 15, 2020)/consideration of attendance by a Commission member
- movement of sand for the Greer Island Spit Management
- Canal 1A project timeline
- support of Commission for project
- objection filed by Mr. Joe McClash regarding the Greer Island Spit Management project.

#### C. Utilities Undergrounding Project Update

At each Regular Workshop Meeting, the Town Manager and staff provide an update on various components of the Utilities Undergrounding Project. Recommended Action: None, informational only.

Following comments by Town Manager Tom Harmer, Public Works Project Manager James Linkogle gave a PowerPoint presentation on the Utilities Undergrounding Project.

### **9. Town Commission Comments**

#### A. Town Commission/Advisory Boards

Commissioner Daly commented on past practice of holding joint Commission and Planning and Zoning (P&Z) Board meetings and requested consideration for future meetings to be scheduled.

#### B. Banking Institutions

Commissioner Daly commented on the closure of Bank of America on Bay Isles Road due to COVID-19 and requested consideration to make an official inquiry on their reopening.

#### C. Public Works

Commissioner Daly requested consideration to have a formal workshop discussion on the Town Center property to determine the steps to move forward.

#### D. Town Commission/Advisory Boards

Mayor Schneier inquired as to the timing of a joint meeting with the Planning and Zoning (P&Z) Board after new appointments are made.

#### E. Banking Institutions

Mayor Schneier advised he will contact representatives of Bank of America.

#### F. Public Works

Mayor Schneier commented on the Town Center property.

#### G. Banking Institutions

Commissioner Spoll advised that the St. Armands Key Chase bank is closing and noted that he was told by representatives of Chase Bank that the Bank of America (Bay Isles Road) would be opening for a short period of time and then would be closed permanently.

H. Public Works

Commissioner Spoll opined that improved cellular service on Longboat Key needs to be prioritized.

**10. Town Attorney Comments**

No items were presented.

**11. Town Manager Comments**

A. Town Commission

Town Manager Tom Harmer commented on the retreat and advised that he is compiling the feedback and noted he would be scheduling a discussion with the Commission.

B. Emergency Management

Town Manager Tom Harmer noted at the current time all warnings for Longboat Key have been removed for Tropical Storm Eta and updated the Commission on the last briefing received.

C. Town Commission

Town Manager Tom Harmer noted the Town's 65<sup>th</sup> birthday will be on November 14, 2020.

D. Town Clerk

Town Manager Tom Harmer advised that the Town Clerk's office has a free shredding event on November 20, 2020.

E. Government Agencies

Town Manager Tom Harmer advised that he would follow up with Manatee County to confirm their meeting schedule and presentation of the Town's project.

**12. Adjournment:**

**Mayor Schneier adjourned the November 9, 2020, Regular Workshop at 3:28 p.m.**

\_\_\_\_\_  
Trish Shinkle, Town Clerk

\_\_\_\_\_  
Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES**  
**LONGBOAT KEY TOWN COMMISSION**  
**SPECIAL MEETING (IN-PERSON/VIRTUAL)**  
**NOVEMBER 9, 2020**

**Present:** Mayor Ken Schneier, Vice Mayor Mike Haycock, Commissioners Jack Daly and Ed Zunz

**Participating by**

**Remote Access:** Commissioners B.J. Bishop, Sherry Dominick, George Spoll

**Also Present:** Town Manager Tom Harmer, Town Clerk Trish Shinkle, Information Technology Director Jason Keen

**Also Participating by**

**Remote Access:** Town Attorney Maggie Mooney

**1. Call to Order**

**Mayor Schneier called the Special (Hybrid) Meeting to order at 3:29 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, with limited Staff members present.**

**2. Roll Call**

Town Clerk Trish Shinkle called roll for attendance by in-person and remote participation with six Commissioners present.

**3. Statement of Hybrid Meeting Protocols**

Town Manager Tom Harmer reviewed the hybrid meeting protocols noting the Town Commission's approval of hybrid meetings per Resolution 2020-20, passed on November 2, 2020.

**4. Public to be Heard**

Opportunity for Public to Address Town Commission

No items were presented.

Note: Commissioner Dominick joined the meeting at 3:32 p.m.

**5. New Business**

Historic Whitney Beach Cottage Placement on Town Center Property and Lease Agreement

The Town Manager will provide an update on the Historic Whitney Beach Cottage considered for relocation to the Town Center and the two proposed locations for Commission consideration. The Town Manager will also review the proposed lease agreement with the Longboat Key Historical Society. Recommended Action: Provide direction to Manager.

Town Manager Tom Harmer gave a PowerPoint presentation on the placement of the Historical Society Cottage at the Town Center and reviewed amendments to the lease.

Mr. Michael Drake, Longboat Key Historical Society (LBKHS) President, commented on the placement of the cottage and proposed operation of the facility, noted the status of the bidding for the second cottage, and opined the preference of the Board members for placement on Site 2.

Discussions were held on the following topics/issues:

- cost of locating on Site 2 versus Site 1
- orientation of cottage relating to shuttered window and French doors
- stormwater retention ditch
- alternate site locations (Site 3 eliminated).

**Commissioner Spoll moved to approve the Site 2 location and the lease agreement. The motion, seconded by Commissioner Zunz, carried by a 7-0 roll call vote, as follows: Spoll, aye; Zunz, aye; Bishop, aye; Dominick, aye; Daly, aye; Schneier, aye; Haycock, aye.**

**6. Adjournment**

**Mayor Schneier noted the Emergency Meeting following adjournment and adjourned the November 9, 2020, Special Meeting at 3:50 p.m.**

\_\_\_\_\_  
Trish Shinkle, Town Clerk

\_\_\_\_\_  
Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**MINUTES  
LONGBOAT KEY TOWN COMMISSION  
EMERGENCY MEETING (IN-PERSON/VIRTUAL)  
NOVEMBER 9, 2020**

**Present:** Mayor Ken Schneier, Vice Mayor Mike Haycock, Commissioners Jack Daly and Ed Zunz

**Participating by**

**Remote Access:** Commissioners B.J. Bishop, Sherry Dominick, George Spoll

**Also Present:** Town Manager Tom Harmer, Town Clerk Trish Shinkle, Information Technology Director Jason Keen

**Also Participating by**

**Remote Access:** Town Attorney Maggie Mooney

**1. Call to Order/Roll Call**

**Mayor Schneier called the Emergency (Hybrid) Meeting to order at 3:51 p.m. in the Town Commission Chamber, Town Hall, 501 Bay Isles Road, Longboat Key, Florida, with limited Staff members present.**

Mayor Schneier noted, pursuant to Article II, Section 14, of the Town Charter, that an Emergency Meeting was called due to the potential health hazards of the Coronavirus (COVID-19) and advised that the purpose of the meeting, pursuant to Article II, Section 17, of the Town Charter, was to consider Ordinance 2020-21 which would extend the requirement for wearing of face masks within the Town boundaries under certain conditions.

Town Clerk Trish Shinkle called roll for attendance by in-person and remote participation with seven Commissioners present.

**Commissioner Zunz moved to affirm that the meeting qualified as an emergency and was required for the protection and preservation of the safety and health of the residents and others that visit or work on Longboat Key. The motion, seconded by Vice Mayor Haycock, carried by a 7-0 roll call vote, as follows: Zunz, aye; Haycock, aye; Spoll, aye; Daly, aye; Schneier, aye; Bishop, aye; Dominick, aye.**

**2. Pledge of Public Conduct**

Mayor Schneier noted the Town's Civility Policy and Pledge of Public Conduct.

**3. Statement of Hybrid Meeting Protocols**

Town Manager Tom Harmer reviewed the hybrid meeting protocols noting the Town Commission's approval of hybrid meetings per Resolution 2020-20, passed on November 2, 2020.

**4. Public to be Heard**

Opportunity for Public to Address Town Commission

No items were presented.

**5. Emergency Ordinance**

Ordinance 2020-21, Requiring Face Coverings to be Worn

At their July 2, 2020, Emergency Special Meeting, the Town Commission adopted Emergency Ordinance 2020-10, requiring face coverings to be worn in public areas, indoors and outdoors, with certain exceptions. It also provided for a citation process, fines for violations, and an expiration date of August 31, 2020. The Commission extended the requirement for face coverings through adoption of Emergency Ordinance 2020-13 on

August 31, 2020, for another 90-day period (through November 30, 2020). The Commission has called another Emergency Meeting to consider Ordinance 2020-21 which would extend the requirement for face coverings through March 31, 2021. Recommended Action: Adopt Emergency Ordinance 2020-21.

Town Clerk Trish Shinkle placed Emergency Ordinance 2020-21 on record by title only.

**Vice Mayor Haycock moved to adopt Emergency Ordinance 2020-21. The motion was seconded by Commissioner Zunz.**

**Mayor Schneier opened the public hearing.**

Following comments by Town Manager Tom Harmer, Town Attorney Maggie Mooney provided an overview of Emergency Ordinance 2020-21. Discussion ensued on the following topics/issues:

- opportunities to educate visitors
- concerns of condominium associations
- resuming of community calls
- improved communication options (social media, presentations).

**As no one wished to speak, Mayor Schneier closed the public hearing.**

Following individual comments, Town Manager Harmer noted that if the Ordinance is adopted, information will be distributed through the Business Tax Receipt database to all businesses on Longboat Key.

**The motion carried by a 7-0 roll call vote, as follows: Haycock, aye; Zunz, aye; Dominick, aye; Bishop, aye; Daly, aye; Spoll, aye; Schneier, aye.**

## **6. Adjournment**

**Mayor Schneier adjourned the November 9, 2020, Emergency Meeting at 4:07 p.m.**

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Trish Shinkle, Town Clerk

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Kenneth Schneier, Mayor

Minutes Approved: \_\_\_\_\_

Note: Minutes in draft form and not official until approved by the Commission.

**End of Agenda Item**