



APPROVED: 6/16/2022

MINUTES

Regular City Commission Meeting

6:00 PM - Thursday, June 2, 2022 - City Hall

INVOCATION: REV. JONATHAN PEARSON, LIFEPOINTE CHURCH

PLEDGE OF ALLEGIANCE: COMMISSIONER LEHEUP-SMITH

CALL TO ORDER: 6:10 P.M.

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

PRESENT: Commissioner Nan Cobb, Commissioner Willie Hawkins, Vice Mayor Emily Lee, Commissioner Karen LeHeup-Smith and Mayor Michael Holland

1. AGENDA UPDATE

Tom Carrino, City Manager, commented that several members of the Eustis Fire Department to be recognized at the meeting were delayed due to a call. Mr. Carrino recommended moving agenda item 3.1 later to presenting prior to 3.4.

2. APPROVAL OF MINUTES

2.1 May 19, 2022 - Regular City Commission Meeting

Moved by Commissioner Hawkins, seconded by Vice Mayor Lee, to approve the Minutes as submitted.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

3. PRESENTATIONS

3.1 Eustis Fire Department Badge Pinning Ceremony

Mike Swanson, Fire Chief, led the Badge Pinning Ceremony - a ceremonial tradition for promotions honoring the fire personnel. Chief Swanson administered the oath and pinned Lieutenant/Paramedic Jordan Burkholder, Engineer/Paramedic Tanner Long, Engineer/Paramedic Chris Weathington, Engineer/Paramedic Adam Nelson, and Firefighter/Paramedic Stephanie Brunson.

3.2 Presentation by Lake Sumter State College President - Heather Bigard

Heather Bigard, new President and former Provost and Executive Vice President of Lake Sumter State College, presented her mission for the community college and higher education to find ways to increase access to education for our citizens to support the economic mobility of all community members. Ms. Bigard commented on moving through and learning from the pandemic and her intention to adopt a growth mindset and find opportunities to reconnect with the community. She explained her interest forging relationships and finding out how Sumter State College can better serve those needing opportunities for work and a prosperous life. Ms. Bigard noted her strategic plan to learn about workforce opportunities, revise curriculum, and improve skilled work within the programs offered to prepare students to enter work force or go to university. She noted learning from the educational experience and shifting structures to offer a variety of ways to gain education at college in-person and remotely. Ms. Bigard is interested in expanding access and looking forward to finding way in Eustis to be strategic with programming to meet the needs of the community. She welcomed the opportunity to meet with community members and learn how the college can better serve Eustis.

The Commission asked about a satellite presence for access to support services with the enrollment process to create opportunities for students to connect. The Commission noted looking forward to supporting the mission of education and encouraging the community members to look at options for the future to encourage a vision for college.

Mayor Holland encouraged the community to write to the Governor to support State Colleges to be sure the funding is there to do what needs to be done in Lake County.

3.3 Presentation by Lake County School Board regarding ballfield improvements and Kurt and Golf Links

John Carr, Assistant Superintendent of Lake County Schools, presented with Gary Rogers, Warehouse and Grounds Supervisor for Lake County Schools, on behalf of the Superintendent to honor Eustis with a contribution to the City of Eustis for making the renovations for the girls' softball fields. Mr. Carr commented on the growth of youth baseball and girls' softball as a powerhouse in Eustis. Mr. Rogers noted appreciation for the funding and supportive efforts of the City of Eustis to support this long 5-year project that changed the look of the area to support the community and Lake County Schools. The Commission noted being honored and humbled by the commitment of how the schools work with government.

3.4 Acceptance of Capital Improvement Plan (CIP) 2023-2027

Tom Carrino, City Manager, commented on the process for the Capital Improvement Plan (CIP). The CIP is an extensive document to review. Mr. Carrino requested the Commissioners hear the presentation and later in the agenda entertain the first reading of the Ordinance to adopt this and incorporate it into the Comprehensive Plan understanding that there will be a full presentation of the CIP as part of one of the upcoming budget workshops.

Mr. Carrino asked for the Commission to entertain second reading after the budget workshop in which the CIP is discussed.

Mike Sheppard, Finance Director, presented the City of Eustis Five Year Capital Improvement Plan (CIP) FY2023-2027 which includes major capital projects and acquisitions of over \$25,000 with a useful life of five or more years and also includes repair and maintenance projects when the cost meets the budget threshold. He updated the Commission on the process and noted the increase of cost of goods and supply chain issues. Mr. Sheppard noted that this process fulfills the State Statute requirements.

Mr. Sheppard noted that the CIP includes updated information on projects previously submitted for the CIP as well as new project needs and evaluated those projects based on current economic conditions, requirements of the Comprehensive Plan, requirements to implement the City's Strategic Plan, the need to expand City service levels, and the need to meet renewal and replacement demands on existing infrastructure. Mr. Sheppard discussed prioritization of projects based on criteria of risk, return on investment, level of service maintenance, and improved level of service. He noted the largest contributors to the CIP which are water and sewer and public works departments which have been able to reduce some costs by limiting outsourcing. Mr. Sheppard explained the use of the sales tax revenue fund and discussed CIP funding analysis breakdown using a conservative approach to forecast capital revenue.

Mr. Sheppard noted the first reading of the Ordinance upcoming in the agenda and the process to review the CIP at the budget workshops and return for second reading at a later date. Mr. Sheppard mentioned the process to monitor the CIP throughout the process and make any changes after adoption by resolution.

The Commission commented on budgeting for the stormwater expansion at the main wastewater plant. Mr. Carrino commented on the process of design and construction being a 2-3-year process.

4. AUDIENCE TO BE HEARD

- 4.1** Gail Isaac Thomas addressed the Commission regarding the comedy show to be held in two weeks on June 18th at the Eustis Community Center (ECC); tickets are available. She commented on the heavy traffic on Bates Avenue due to construction and resurfacing.

5. CONSENT AGENDA

- 5.1** Resolution Number 22-37: Purchase in Excess of \$50,000 for the Water System Master Plan
- 5.2** Resolution Number 22-38: Purchase in Excess of \$50,000 for Amendment #1 to the GIS On-call Services Contract
- 5.3** Resolution Number 22-39: Purchase in Excess of \$50,000 for Coolidge Street Utility Improvements Design

Moved by Vice Mayor Lee, seconded by Commissioner Hawkins, to approve the Consent Agenda as submitted.
Motion carried unanimously.

6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 22-36: Preliminary Subdivision Plat for Pine Meadows Reserve Subdivision

Derek Schroth, City Attorney, announced Resolution Number 22-36: A resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for the pine meadows reserve subdivision, a 548-lot mixed-product single-family residential subdivision, on approximately 239.8 acres of property located on the North and South sides of Pine Meadows Golf Course Rd, with frontage on County Road 44.

Jeff Richardson, Deputy Director of Development Services, reviewed the applicant's request for 240 acres including 148 acres of developable land. He commented regarding consistency with the approved City ordinances, plans, and regulations. Mr. Richardson indicated that this is the first step in planning process and provided background regarding the timeline, pertinent site information, analysis according to applicable policies, codes and land development regulations. He included specifics of 5 units per acre, land dedicated as conservation land, 25 acres of park space, and amenities for the community. Mr. Richardson noted site location and future land use designation with a phase-in plan of 214 units in the first phase with 2023-2024 construction, construction of infrastructure in 2026 and land development in 2029. He noted that the absorption in market will depend on determine how fast construction proceeds. Staff recommends approval of the subdivision plat.

Commissioner Hawkins inquired about the entrance and exit for the subdivision for the phases of development. A representative of Pine Meadows Subdivision commented that the developers will work through the process with groundwater, stormwater and emergency services and noted that phase 1 will have access from Pine Meadows Road to 19.

Mr. Schroth opened the public hearing at 7:00 p.m.

A resident of unincorporated Lake County commented on concerns with the flood zone and open space.

Mr. Carrino requested the resident submit questions in writing.

There being no further comment, Mr. Schroth closed the public hearing at 7:02 p.m.

Moved by Commissioner Cobb, seconded by Vice Mayor Lee, to approve Resolution Number 22-36 for the Pine Meadows Reserve Preliminary Subdivision Plat.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.2 Ordinance Number 22-10 for 2022-A-02 Voluntary Annexation for property located North of CR44 approximately 1,000 feet East of South Fish Camp Road (Alternate Key Numbers 3395948 and 1407877)

Mr. Schroth read Ordinance Number 22-10 by title on second and final reading: An ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 16.28 acres of real property at alternate key numbers 3395948 and 1407877, on the North side of County Road 44, East of South Fish Camp Road.

Mr. Schroth opened the public hearing at 7:02 p.m.

There being no comment, the hearing was closed at 7:02 p.m.

Moved by Vice Mayor Lee, seconded by Commissioner Cobb, to approve Ordinance Number 22-10 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.3 Ordinance Number 22-11: 2022-CPLUS-02 Comprehensive Plan Amendment

Mr. Schroth read Ordinance Number 22-11 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis comprehensive plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 16.28 acres of recently annexed real property at alternate key numbers 3395948 and 1407877, on the north side of County Road 44, East of South Fish Camp road from urban low in Lake County to suburban residential in the City of Eustis.

Mr. Schroth opened the public hearing at 7:03 p.m.

There being no comment, the hearing was closed at 7:03 p.m.

Moved by Commissioner Hawkins, seconded by Vice Mayor Lee, to approve Ordinance Number 22-11 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.4 Ordinance Number 22-12 - Assignment of Design District

Mr. Schroth read Ordinance Number 22-12 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, assigning the suburban neighborhood design district designation to approximately 16.28 acres of real property on the north side of County Road 44, East of South Fish Camp Road.

Mr. Schroth opened the public hearing at 7:04 p.m.

There being no comment, the hearing was closed at 7:04 p.m.

Moved by Commissioner Hawkins, seconded by Commissioner Cobb, to approve Ordinance Number 22-12 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.5 Ordinance Number 22-13 – Voluntary Annexation for property located on Joleen Drive

Mr. Schroth read Ordinance Number 22-13 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 0.36 acres of real property at alternate key number 1723183, on the South side of Joleen Drive, West of Abrams Road.

Mr. Schroth opened the public hearing at 7:04 p.m.

There being no comment, the hearing was closed at 7:04 p.m.

Moved by Commissioner Hawkins, seconded by Vice Mayor Lee, to adopt Ordinance Number 22-13 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee, Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.6 Ordinance Number 22-14 - Comprehensive Plan Amendment

Mr. Schroth read Ordinance Number 22-14 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 0.36 acres of recently annexed real property at alternate key number 1723183, on the south side of Joleen Drive, West of Abrams Road from urban low in Lake County to suburban residential in the City of Eustis.

Mr. Schroth opened the public hearing at 7:05 p.m.

There being no comment, the hearing was closed at 7:05 p.m.

Moved by Commissioner Hawkins, seconded by Vice Mayor Lee, to adopt Ordinance Number 22-14 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee,
Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.7 Ordinance Number 22-15 - Design District Assignment

Mr. Schroth read Ordinance Number 22-15 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, assigning the suburban neighborhood design district designation to approximately 0.36 acres of real property on the south side of Joleen Drive, West of Abrams Road.

Mr. Schroth opened the public hearing at 7:06 p.m.

There being no comment, the hearing was closed at 7:06 p.m.

Moved by Vice Mayor Lee, seconded by Commissioner Hawkins, to approve Ordinance Number 22-15 on second and final reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee,
Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.8 Ordinance Number 22-16 Annual update of the five-year Capital Improvement of the Comprehensive Plan fiscal year 2023-27

Mr. Schroth read Ordinance Number 22-16 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, approving the annual update of the Five-Year Capital Improvement Schedule of the Comprehensive Plan pursuant to Florida Statutes 163.3177(3)5(b); providing for conflicting ordinances, severability, and effective date.

Mr. Sheppard, Finance Director, discussed this first step in a three-step process: (1) first reading of the ordinance, (2) meet with departments to ask any questions, and (3) second reading. He noted that this process was in compliance with State Statutes.

Mr. Schroth opened the public hearing at 7:07 p.m.

There being no comment, the hearing was closed at 7:07 p.m.

Moved by Vice Mayor Lee, seconded by Commissioner Hawkins, to approve Ordinance Number 22-16 on first reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee,
Commissioner LeHeup-Smith, Mayor Michael L. Holland

6.9 Ordinance Number 22-17: Amending Chapter 115 prohibiting placement of signs without property owner's authorization

Mr. Schroth read Ordinance Number 22-17 by title on first reading: An Ordinance of The City Commission of The City of Eustis, Lake County, Florida; Amending Chapter 115, Section 115-11.4 of the Land Development Regulations, Prohibiting the Placement of Signs Without A Property Owner's Authorization; Providing for Enforcement, Repeal of Conflicting Ordinances; Codification, Severability, and an Effective Date.

Mr. Schroth commented that he worked with Police Chief Capri at the Commission's request regarding concerns about signs in rights of way placed there without the proper authority and authorization. He addressed the specific issue to provide several remedies, including removal of the signs, fines, injunctive relief, the discretion to trespass that individual for placing signs without the authority for a use that is not permitted, and criminal action.

The Commission asked how to communicate this to residents. Mr. Schroth indicated several methods.

Chief Capri commented that the goal of this ordinance is compliance and not to fine people. The City will launch an educational campaign to provide code enforcement information to be successful and make an impact. He noted that fines were the last resort; enforcement and follow through would be the focus. Chief Capri explained that he would move quickly to make a difference in a short period of time and gain compliance. Chief Capri indicated zero tolerance for this issue.

Mr. Schroth opened the public hearing at 7:12 p.m.

Eileen Tramontana, on behalf of Trout Lake Nature Center, indicated that the Nature Center puts out a sign in the easement when they are open to the public.

Mr. Schroth commented that the permissions to do so depend on the nature of easement. After this ordinance passes on second reading, the Nature Center may wish to obtain permission from the County for display of this sign. The Commission noted providing assistance with the process.

There being no further comment, the public hearing closed at 7:13 p.m.

Moved by Nan Cobb, seconded by Emily Lee, to approve Ordinance Number 22-17 on first reading.

Motion carried by the following votes:

Ayes: Commissioner Cobb, Commissioner Hawkins, Vice Mayor Lee,
Commissioner LeHeup-Smith, Mayor Michael L. Holland

7. OTHER BUSINESS

7.1 Scheduling of workshops for departmental budget presentations

Tom Carrino, City Manager, commented on the interest of the Commission to replicate the budget process utilized last year. He indicated the budget workshops will be scheduled; and, in July, preliminary millage rate items will be brought to the Commission. Mr. Carrino indicated budget meetings to be scheduled for late June and early July with two workshops for the general fund and a third for water and sewer and CIP. He noted the half-day budget planning session at 8:00am on Saturday, June 25, 2022. The Commission discussed options. The Commission scheduled Budget Workshops for 5:30 p.m. on June 23rd, 28th, 30th and July 14th, if needed.

8. FUTURE AGENDA ITEMS

Commissioner Cobb thanked Chief Capri and Mr. Schroth for assistance with the sign ordinance. She indicated an interest in a sign workshop later in the summer to thoroughly review and update the sign Ordinance considering the changes in the community, signs and styles of signs.

Commissioner Hawkins commented on the covering over the basketball courts at Carver Park and the option to include in the master plan and the CIP.

9. COMMENTS

9.1 City Commission

Commissioner LeHeup-Smith thanked retired City Clerk, Mary Montez, for her efforts and noted Mary will be missed. She recognized saying goodbye to Jill Warren who was a beautiful person inside and out. Commissioner LeHeup-Smith reminded the community of the upcoming First Friday event with a Jurassic Park theme.

Commissioner Cobb commented on the missing covering over the Water Department drive-up. Mr. Sheppard noted that metal roofing requires engineering, and he is looking into a canvas cover. She recognized long-time employee Mary Bryan who passed away a year ago and the loss of her son Ray last night; he was a staple to the Umatilla community. she asked for the community to keep the Bryan family in your prayers.

Commissioner Hawkins commented on being so pleased with graduation ceremonies with 10-15 Magna Cum Laude honorees. He noted that on days with community event, the Commission meeting should be rescheduled. The Commission noted that they can work with the school board to adjust the schedule for community events.

Vice Mayor Lee participated with Commissioners Cobb and Hawkins for the kids' bike ride with the Chief of Police noting the touching moment when a young child won a bike and donated it to another child.

9.2 City Manager

Mr. Carrino commented that after the Palmetto Plaza Design Charette, Commissioner Hawkins made a connection with a representative of the church that owns the property adjacent to the church. He noted that the church is willing to discuss selling a portion of the property, specifically the house and the property within the fence line. He explained that any time the City is interested in purchasing property, the City is required to get an appraisal which may cost a few thousand dollars. Mr. Carrino noted that funds are available within the General Fund and the CRA for appraisals and real estate due diligence and would like to move forward. The Commission commented, and agreed it was acceptable to proceed.

Mr. Carrino noted the half day retreat on June 25th. He commented on topics for discussion at the retreat, including the existing strategic plan and the option to move forward with a strategic planning facilitator.

Mr. Carrino explained that the City entered into an interlocal agreement with Umatilla and wished to discuss trails and where the trails should be located throughout Eustis. Commissioner Cobb requested notice to Mike Stevens, trails guru, to discuss trails.

9.3 City Attorney

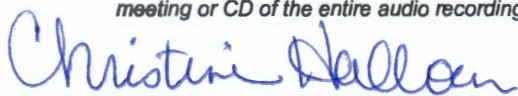
No comments.

9.4 Mayor

Mayor Holland recognized the recent loss of close friends and Jill Warren who was a staple in the community. He spent time with the Governor who presented his budget and the shift in monies. He asked the community to be aware of the budget and how it affects Lake County. Mayor Holland commented on the City of Eustis preliminary budget numbers and being pleased. He noted the Saturday event at the Fairgrounds where Chief Capri was recognized so early in his tenure for his efforts and that of his command staff. He recognized Fire Chief Swanson for his efforts and that of the Fire Department - second to none. Mayor Holland commented that he was proud of the City staff for their efforts to serve the citizens of Eustis.

10. ADJOURNMENT

These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.



CHRISTINE HALLORAN
City Clerk



MICHAEL L. HOLLAND
Mayor/Commissioner