APPROVED: 3/6/2014

City of Eustis, Florida

City Hall
10 North Grove Street
Post Office Drawer 68
Eustis, FL 32727-0068

Meeting Minutes – Final*
City Commission

Thursday, February 20, 2014 **6:00 PM** **City Hall**

CALL TO ORDER: Mayor Bob

INVOCATION: Fr. Cassian Dunlop, St. Andrew's Orthodox Church

PLEDGE OF ALLEGIANCE: Commissioner LeHeup-Smith

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

Present: 5 - Commissioner Karen LeHeup-Smith; Commissioner Kress Muenzmay; Vice-Mayor Albert Eckian; Commissioner Michael Holland; and Mayor Linda Bob

I. AGENDA UPDATE - None

II. APPROVAL OF MINUTES

14079 January 18, 2014 - City Commission Workshop
February 6, 2014 - Regular City Commission Meeting
February 6, 2014 - City Commission Workshop

A motion was made by Commissioner Holland, seconded by Vice-Mayor Eckian, to Approve the Minutes. The motion carried by the following vote:

Aye: 5 - Commissioner LeHeup-Smith; Commissioner Muenzmay; Vice-Mayor Eckian; Commissioner Holland; and Mayor Bob

III. AUDIENCE TO BE HEARD

Colleen Rotella, representing Public Arts and Music, reported on the Arts in the Air auction and reception and thanked the Commission for the City's assistance.

Mayor Bob noted a possible family emergency that might require her to leave and pass over the gavel to the Vice Mayor.

IV. CONSENT AGENDA

14073 Appointment to the Firefighters' Pension Board of Trustees - George Perron

14075 Appointment to the Police Officers' Pension Board of Trustees - Susan Hooper

14069 Resolution No. 14-13: Approval of Purchase in Excess of $50,000 for Lift Station Crane Truck

14070 Resolution No. 14-14: Approval of Budget Amendment - Kurt Street and Ardice Avenue Intersection Improvements

14078 Resolution No. 14-15: Release of Code Enforcement Liens, 719 Summit Street

A motion was made by Commissioner Holland, seconded by Commissioner Muenzmay, to Approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Commissioner LeHeup-Smith; Commissioner Muenzmay; Vice-Mayor Eckian; Commissioner Holland; and Mayor Bob

V. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

14068 Resolution No. 14-12: Bid Award - Eustis Mobility Sidewalk Improvements

Derek Schroth, City Attorney, announced Resolution No. 14-12: A Resolution by the City Commission of the City of Eustis, Lake County, Florida, Awarding Bid No. 003-14 to Sparks Concrete, Port Orange, FL, for the Construction of Sidewalk Improvements as Part of the Implementation of the Pedestrian and Sidewalk Master Plan; and Authorizing the Acting City Manager to Execute the Contract in the Amount of $197,750.

Dianne Kramer, Acting City Manager, explained the recommendation to approve the bid award for the sidewalk project.

The Commission questioned the wide disparity in the bids received.

John Futch, Public Works Director, noted that the low bid is about the same as the City paid the previous year.

Mr. Schroth opened the public hearing at 6:09 p.m. There being no public comment, the hearing was closed at 6:09 p.m.

A motion was made by Commissioner Holland, seconded by Vice-Mayor Eckian, to Approve Resolution No. 14-12. The motion carried by the following vote:

Aye: 5 - Commissioner LeHeup-Smith; Commissioner Muenzmay; Vice-Mayor Eckian; Commissioner Holland; and Mayor Bob

FIRST READING

14074 Ordinance No. 14-16 as Revised: Payment Plan Agreements for Utility Billing Errors

Mr. Schroth read Ordinance No. 14-16 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; Adding Section 94-263, Payment Plan Agreements for Utility Billing Errors, to Article VI Service Rates, Charges, and Bill Procedures of the Eustis Code of Ordinances; Providing for Codification; and Providing for an Effective Date.

The Commission discussed adding the phrase "and/or" at the end of Paragraph b) 1.

Mr. Schroth opened the public hearing at 6:11 p.m. There being no public comment, the hearing was closed at 6:11 p.m.

A motion was made by Commissioner Holland, seconded by Vice-Mayor Eckian, to Approve Ordinance No. 14-16 on First Reading with the addition of the words "and/or" at the end of Paragraph b) 1. The motion carried by the following vote:

Aye: 4 - Commissioner LeHeup-Smith; Commissioner Muenzmay; Vice-Mayor Eckian; and Commissioner Holland

Nay: 1 - Mayor Bob

VI. OTHER BUSINESS

14071 Establish an Alternative Workshop Date for Presentation of the 9/30/2013 Audit Report and Draft CAFR.

Ms. Kramer explained the need to reschedule the workshop to allow additional time for completion of the audit.

The Commission questioned if the additional time is sufficient with Jim Myers, Finance Director, explaining that the CAFR must be approved no later than March 20th.

CONSENSUS: It was a consensus of the Commission to hold the workshop on Thursday, March 13, 2014 at 4:30 p.m.

14072 Ferran Park Improvements: Phase I Update

Joe LaPolla, Parks and Recreation Director, provided an update on Phase I of the Ferran Park improvement plan including construction of a new playground and renovation of the restroom building. He noted discussion with the consultant to relocate the gazebo to the kayak launch and the need to perform additional electrical work to be added to the scope of services. He reviewed the future tasks and reported that the RFP will be sent out in mid-March with the bid opening scheduled for the end of May and the project to be completed by October 1st.

Mayor Bob opened the floor to public comment at 6:21 p.m. No one came forward at that time.

14076 Cancellation of April 17, 2014, Regular City Commission Meeting

Ms. Kramer reported that the Lake County School Board event "Partners for Success" is scheduled for April 17, 2014. She noted that Commissioner Muenzmay had previously asked the Commission to either cancel or reschedule whichever meeting was in conflict with the event. She stated that, to date, nothing has been scheduled for the April 17th agenda and recommended that the meeting be cancelled. She added that, if items come up that need to be considered, an additional meeting could be scheduled.

Mayor Bob opened the floor to public comment at 6:23 p.m. No one came forward at that time.

CONSENSUS: It was a consensus of the Commission to cancel the April 17, 2014 meeting with the understanding that staff would contact the Commission as soon as possible if a replacement meeting had to be scheduled.

14077 Strategic Plan Accountability

Ms. Kramer provided an update on staff's progress in implementing the 2013-14 Strategic Plan goals. She cited the three major goals in the 2013-14 plan and reviewed those items accomplished under each goal. She stated that a grand opening will be scheduled for the kayak launch once warmer weather arrives. She reported that the bids have been received for the gateway signs and construction will begin on those. She explained her recommendation that the City wait to hire the Economic Development Director until after the new City Manager is selected. She noted some issues with the software conversion project and cited the need to have someone oversee the maintenance and use of City buildings and facilities. She reported on the implementation of the pay scale adjustment stating that staff is in the process of performing the six-month evaluations utilizing the new evaluation form developed by HR Director Ann Isaacs. She commented on the speed with which it was developed and its ease of use.

The Commission discussed whether to delay hiring the Economic Development Director during the City Manager search or to proceed with both searches simultaneously.

CONSENSUS: It was the consensus of the Commission for staff to proceed with both searches.

VII. FUTURE AGENDA ITEMS - None

VIII. COMMENTS

City Commission

Commissioner Holland commented on the African American Heritage Festival and his attendance at the Lake County Days in Tallahassee. He recognized the Eustis High School basketball team for their win at the regional finals and their progression in the state competition. He asked everyone to keep Matthew Ball in their prayers and explained he is a local middle schooler who was burned in an accident. He reminded everyone about the upcoming Georgefest.

Vice Mayor Eckian congratulated the Mayor for her award from the African American Heritage Committee for her achievement in government. He complimented Trout Lake Nature Center on their 25th anniversary festival, thanked the City taxpayers and staff member Richard Hoon for the new clock downtown, commented on the Lake County Days trip and complimented the Chamber and staff for not cancelling First Friday despite the cold weather.

Commissioner LeHeup-Smith noted the Lake Eustis Museum of Art Wine Affair on March 13th.

Commissioner Muenzmay thanked Sam Chapin for the Sailing Regatta.

Mayor Bob commented on the recent "future of Eustis" workshop and noted the comments regarding "missed opportunities" for the City. She encouraged the Commission to carefully consider all issues that come before them and their impact on the City's future.

City Manager

Ms. Kramer announced a workshop would be held on March 6th regarding the multi-unit utility charges and emphasized the need to discuss that prior to considering any agreements. She reported they are close to an agreement on the police union agreement and asked to schedule a closed session to discuss the contact on Tuesday, February 25th.

CONSENSUS: It was a consensus of the Commission to hold the closed session on February 25th at 4:30 p.m.

Ms. Kramer reported that, in reviewing the Land Development Regulations, it was noted there are areas in the City designated for conservation that are assigned a conservation land use designation; however, there is not a conservation design district. She stated that has created some concern the City might be changing an area from conservation to suburban and it would allow development. She stated that it would not allow development that it is the land use designation that restricts the development.

The Commission clarified the meaning of "conservation" with Ms. Kramer explaining what is allowed within a conservation land use designation such as boardwalks or other environmentally sound uses.

City Attorney - None

IX. ADJOURNMENT - 6:47 p.m.

Mary C. Montez

MARY C. MONTEZ
City Clerk

Linda Durham Bob

LINDA DURHAM BOB
Mayor/Commissioner

*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 or verbatim transcript of the meeting can be obtained from the office of the City Clerk for a fee.