APPROVED: 11/7/2013

City of Eustis, Florida

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

Meeting Minutes – Final*
City Commission

Thursday, October 17, 2013 | **6:00 PM** | **City Hall**

CALL TO ORDER: Mayor Muenzmay

INVOCATION: Fr. Gilbert Medina, St. Mary of the Lakes Catholic Church

PLEDGE OF ALLEGIANCE: Karen LeHeup-Smith

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

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

I. AGENDA UPDATE - None

II. APPROVAL OF MINUTES

13245 October 3, 2013 - Regular City Commission Meeting
October 3, 2013 - City Commission Workshop

A motion was made by Commissioner Michael Holland, seconded by Vice-Mayor Linda Bob, that the Minutes be Approved . The motion passed by an unanimous vote.

III. PRESENTATIONS

13237 Recognition of Miss Eustis Pageant Winners

Stephanie Henderson, Scheduling Coordinator for the Miss Eustis Pageant, provided an overview of the Miss Eustis program. She introduced Teen Miss Eustis Rachel Henderson who provided a review of the 2012-13 activities.

Mayor Muenzmay, Ms. Henderson and Rachel congratulated the 2013 Miss Eustis winners and presented plaques to each: Tiny Miss Eustis - Chloie Sebree; Little Miss Eustis - Kaylee Houstoun; Junior Miss Eustis - Tara Hobbs; Teen Miss Eustis - Alleah Thornhill; and Miss Eustis - Alexis Clark.

13238 Lake Community Foundation and LifeStream Behavioral Center: Advisory Council for New Service Center

Virginia Barker, Lake Community Foundation, 129 N. Grove Street, explained they are asking the Commission to appoint a liaison to the Advisory Council for a proposed new service center to be run by the LifeStream Behavioral Center. She explained the purpose and activities of a community foundation. She introduced Ann Huffstetler Rou and cited her experience with obtaining services for a local homeless person. She explained the formation of a "Giving Circle" to help locate the resources to assist the homeless in Eustis. She then introduced B. E. Thompson from Lifestream.

B. E. Thompson, Director of Development for LifeStream Behavioral Center, explained the planned partnership between the Lake Community Foundation and the Behavioral Center. He explained the activities to be held at the drop-in center noting that it will be a day center, not residential and asked the Commission to appoint a liaison to the Advisory Council. He stated that the program will be *staffed by Lifestream and volunteers and explained the membership of the Advisory Council will be comprised of two representatives from Lifestream appointed by the CEO, two from the Foundation - one from the Board of Directors and one from the Giving Circle, a Eustis community representative to be appointed by the Mid-Florida Homeless Coalition Executive Director, and a Eustis City Commission liaison. He noted that there are legislative requirements when seeking grant funding so the makeup of the Council may change based on those requirements.*

CONSENSUS: It was a consensus of the Commission for the Mayor to appoint Commissioner LeHeup-Smith as the City's representative.

IV. AUDIENCE TO BE HEARD

Diane McGuinness, 2700 E. Crooked Lake, addressed the Commission regarding traffic problems on East Crooked Lake including speeding and damage to lawns, landscaping and mail boxes. She cited the area involved and noted discussion she had with a representative from the Police Department. She asked for guidance on how to submit a petition.

Mayor Muenzmay recommended Ms. McGuinness contact the City Clerk and provide her contact information.

Colleen Rotella, representing Public Arts & Music (PAM), reported on the 16th Annual Folk Festival and thanked the Commission for the City's donation and inkind services.

Virginia Barker, representing Lake Eustis Institute, complimented PAM on their efforts to put on the festival and expressed thanks for the City's participation.

V. CONSENT AGENDA

Commissioner Eckian requested that Resolution No. 13-78 be removed from the Consent Agenda.

13239 Resolution No. 13-38: Amended Interlocal Agreement with Lake County for Traffic Signal Maintenance

13241 Resolution No. 13-76: Outside Water Request for Property Located at 37151 Turner Drive

13248 Resolution No. 13-79: Revision of Resolution No. 13-48 Regarding Side Yard Setbacks for the Oaks and Summerglen Subdivision

A motion was made by Commissioner Holland, seconded by Commissioner Eckian, to Approve the Consent Agenda with the removal of Resolution No. 13-78. The motion carried by the following vote:

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

VI. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

13247 Resolution No. 13-80: Contract for Sale and Purchase of City Owned Property

Derek Schroth, City Attorney, announced Resolution No. 13-80: A Resolution of the City Commission of the City of Eustis, Florida; Authorizing the City Manager to Execute a Contract with Daryl M. Carter, Trustee and/or Assigns, for the Sale and Purchase of City-Owned Property East and South of Cardinal Lane.

Dianne Kramer, Acting City Manager, reviewed the proposal for purchase of the City's sprayfield property, the history of the proposal and previous direction from the Commission to place a notice for sealed bids for the property. She stated that no sealed offers were received; however, after the deadline two offers were received. She stated that what is presented is the higher of the two offers received in the amount of $1.275 million and reviewed the specifics of the offer as follows: 1) a cash transaction with no contingency for financing; 2) a 60-day inspection period with a $35,000 deposit in escrow with the City's attorney; 3) if nothing is found that would interfere with the sale at the end of the inspection period an additional $25,000 would be placed in escrow with closing to be held within 15 days after which the deposit becomes nonrefundable. She recommended approval and confirmed the City Attorney has already done title work on the property.

Mr. Schroth opened the public hearing at 6:40 p.m. There being no public comment, the hearing was closed at 6:40 p.m.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Resolution No. 13-80. The motion carried by the following vote:

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

Nay: 1 - Commissioner Eckian

VII. OTHER BUSINESS

13236 Resolution No. 13-78: Revising Commission Rules of Order

Commissioner Eckian explained his reason for requesting the resolution be pulled from the agenda stating he did not object to what was proposed but would like for the Commission to consider some additional revisions to the Rules of Order.

The Commission discussed reviewing the Rules of Order at a workshop and proceeding with the currently proposed revisions.

CONSENSUS: It was a consensus of the Commission for the rule regarding bringing back a topic in less than six months to be waived and for staff to schedule a workshop for review of the Commission Rules of Order.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Resolution No. 13-78. The motion carried by the following vote:

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

13242 Consideration of Cancelling or Rescheduling December 19, 2013 Commission Meeting

Ms. Kramer explained that the December 19th meeting is close to the holidays and a decision needs to be made soon so that agenda items can be scheduled around it, if necessary.

CONSENSUS: It was a consensus of the Commission to cancel the December 19th meeting.

13246 City Manager Recruitment and Acting City Manager Compensation

Ann Isaacs, Human Resources Director, reviewed the options for the Commission to address the recruitment for a new City Manager citing the various issues relating to each option. She then reviewed the proposed additional compensation for the Acting City Manager.

The Commission discussed the need to move ahead with hiring the recruitment firm to develop the City Manager profile with Ms. Isaacs reporting that three proposals were received previously and it would take a few weeks to receive updated proposals.

The Commission discussed the various options presented by staff, the pros and cons of each option and the possibility of having Ms. Isaacs put together the basics for the profile so the Commission could begin the process of developing the profile for a new City Manager.

CONSENSUS: It was a consensus of the Commission to tentatively look at beginning the new City Manager search in February, for staff to schedule a workshop with the Human Resources Director to discuss development of the profile and to approve the recommended additional compensation for the Acting City Manager to bring her total interim annual salary to $125,000.

13249 Workshop Schedule

Ms. Kramer reviewed the various proposed workshops beginning with the north side fire station.

CONSENSUS: It was a consensus of the Commission to schedule the workshop for November 7th with staff to quickly bring back a recommendation.

Ms. Kramer then recommended that the initial workshop for review of the Land Development Regulations (LDR) should not be held on the same day as a regular Commission meeting.

The Commission discussed rescheduling the November 21st regular business meeting due to the League of Cities conference and legislative committee meetings.

CONSENSUS: It was a consensus of the Commission to reschedule the November 21st meeting to November 19th to be followed by the City Manager profile workshop and to hold the initial LDR workshop on November 14th at 5:00 p.m.

Ms. Kramer reported that staff would be meeting with Lake County regarding the Kurt Street improvements and a report would be brought back as soon as possible. She then asked the Commission for clarification regarding the "maintenance and appearance of City property" which is included in the Strategic Plan.

The Commission agreed that this issue does not need a workshop and clarified that the item referred to routine maintenance and the outside appearance of City buildings.

Ms. Kramer asked the Commission to contact her if they notice items that need to be addressed. She then asked the Commission for direction regarding a previously proposed meeting with the Greenwood Cemetery Board.

The Commission commented on the previous discussion regarding the cost for maintaining the cemetery and asked for the status with Ms. Kramer indicating there is currently a vacancy on the board and no action has been taken to address any of the issues.

Commissioner Holland volunteered to meet with the Cemetery Board and Mr. Futch to discuss options for the cemetery.

Ms. Kramer asked for any additional workshops the Commission would like.

Commissioner Eckian asked to have an offsite informal workshop after the first of the year to discuss future development of the City which may help determine economic development efforts and development of the City Manager profile.

CONSENSUS: It was a consensus of the Commission to tentatively schedule the workshop for Saturday, January 18, 2014 at 9:00 a.m.

VIII. FUTURE AGENDA ITEMS - None

IX. COMMENTS

City Commission

Commissioner Holland commented on the Eustis High School Homecoming activities and thanked everyone for their participation and assistance. He complimented staff and the Acting City Manager on all of their work.

Vice Mayor Bob announced the Lake Community Action Agency would be holding their annual dinner on Friday, November 1st and noted she would be selling raffle tickets for the event. She reported on an outing she had with a group of young people.

Commissioner LeHeup-Smith commented on the Folk Festival and Homecoming and announced the upcoming activities of the Lake Eustis Museum of Art.

Commissioner Eckian reported on a tour he took of the Emergency Operations Command Center. He also thanked the Trout Lake Nature Center for their recent "thank you" breakfast and their programs. He reported on the activities of the Lake Eustis Area Chamber of Commerce.

Mayor Muenzmay thanked everyone for their efforts on the recent activities citing the amount of need in the community and the number of events being held to try and assist.

City Manager

Ms. Kramer reported on the Habitat for Humanity opening of a new facility for volunteers noting they had presented to the City a framed photograph of the Americorps work day at Palmetto Plaza. She commented on the number of City staff members that have been nominated for Community Service Awards. She then reported on a meeting she had with a couple that 25 years ago had donated over $900 for landscaping in Ferran Park and their dedication plaque was never installed so Parks & Recreation is having a plaque prepared. She announced that a CRA community meeting is scheduled for November 12th at 5:30 p.m.

Ms. Kramer noted the email regarding the "springs protection" draft legislation and reviewed how it might affect the City. She asked if the Commission wants to send a response to the bill's sponsor.

The Commission discussed submitting an objection to the proposed legislation, the possible costs to the City, the lack of supporting science for the legislation and the possibility of the Water Management District declaring a water shortage.

CONSENSUS: It was a consensus of the Commission for Ms. Kramer to draft a response and obtain comments from the Commissioners.

The Commission urged the public to contact Sen. Simmons, the bill's sponsor, to express opposition to the bill.

City Attorney - None

X. ADJOURNMENT

Mary C. Montez

MARY C. MONTEZ
City Clerk

KRESS T. MUENZMAY
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.