APPROVED: 5/16/2013

City of Eustis, Florida

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

Meeting Minutes – Final*
City Commission

Thursday, April 18, 2013 | **6:00 PM** | **City Hall**

CALL TO ORDER: Vice Mayor Bob - 6:00 p.m.

INVOCATION: Rev. Ron Holder, First Church of God

PLEDGE OF ALLEGIANCE: Commissioner LeHeup-Smith

ACKNOWLEDGEMENT OF QUORUM AND PROPER NOTICE

Present: 4 - Commissioner Michael Holland; Commissioner Karen LeHeup-Smith; Vice-Mayor Linda Bob; and Commissioner Albert Eckian

Absent: 1 - Mayor Kress Muenzmay

I. AGENDA UPDATE - None

II. APPROVAL OF MINUTES

13094 April 4, 2013 - Regular City Commission Meeting

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

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

III. PRESENTATIONS

13095 Proclamation Declaring April as Child Abuse Prevention Month

Vice Mayor Bob presented to Emily Lee and other members of the Bates Avenue Neighborhood Improvement Council a proclamation recognizing April as Child Abuse Protection Month.

Ms. Lee explained the Pinwheels for Prevention campaign, a program by Prevent Child Abuse America to reduce and prevent child abuse. She distributed literature about Pinwheels for Prevention and the Neighborhood Council. She reviewed some of the Council's current programs and thanked a number of supporters and community participants.

13098 Proclamation Recognizing 2013 National Day of Prayer

Vice Mayor Bob presented to Rev. Ken McDuffie and Rev. Ron Holder a proclamation recognizing the National Day of Prayer as Thursday, May 2, 2013.

Rev. Ken McDuffie expressed appreciation from the community's ministers for being invited to open the Commission's meetings with prayer and for the difficulties the Commission has in making decisions for the City. He encouraged the community to take time on May 2nd to pray for the country and community.

IV. AUDIENCE TO BE HEARD

Sam Chapin, 71 Oak Court, announced the Lake Eustis Sailing Club would hold an Open House on Sunday, April 21st, from 2 p.m. to 5 p.m.

V. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

13092 Resolution 13-28: Award of Enterprise Resource Planning Software (ERP).

Derek Schroth, City Attorney, announced Resolution No. 13-28: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; Awarding Bid No. 006-12 to Edmunds & Associates, of Northfield, NJ in the Amount of $254,000 for the Purchase of Enterprise Resource Planning Software, Conversion, Training, Implementation and Warranty for a Period of 5 Years Followed by a Succeeding 5 Years of Maintenance Totaling Another $160,354, Designed to Replace Numerous Financial and Operating Software Programs into One Consolidated Software System, Authorizing the City Manager to Execute all Agreements and Contracts Associated with the Award.

Jim Myers, Finance Director, explained the recommendation to award the bid for the enterprise resource planning software to Edmunds & Associates and reviewed the history of the project.

The Commission discussed a previous memo from Consultant Barry Strock which commented on differences between the software systems and the possibility of adding additional modules in the future.

Mr. Myers explained the recommended vendor has agreed to make some changes to address some of the previously noted issues. He added that future modules might be obtained if they can be integrated into the system. He commented on the need for all components to be integrated citywide. He noted that the budget attached to the resolution includes a contingency that would allow for the addition of some modules. He added that the selected vendor is experienced in converting data from the City's current software system.

Mr. Schroth opened the public hearing at 6:27 p.m. There being no public comment, the hearing was closed at 6:27 p.m.

Due to the absence of one of the Commissioners, Mr. Schroth confirmed the Commission did not wish to postpone voting on Resolution No. 13-28. He conducted a straw poll which indicated that all of the Commissioners were supportive of the resolution.

A motion was made by Commissioner Eckian, seconded by Commissioner LeHeup-Smith, to Approve Resolution No. 13-28. The motion carried by the following vote:

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

13093 Resolution 13-29: Approval of Contract Amendment to Barry Strock Consulting Associates, Inc.

Mr. Schroth announced Resolution No. 13-29: A Resolution of the City Commission of the City of Eustis, Lake County, Florida; to Approve an Extension of a Contract Which Will Now Exceed $50,000 for Project Facilitation and Change Management Services for the new Enterprise Resource Planning (ERP) Software.

Mr. Myers explained staff's request to extend the contract with Barry Strock Consulting Associates to assist with the transition to the new software which will bring the total contract to more than $50,000, requiring Commission approval.

Mr. Schroth opened the public hearing at 6:29 p.m. There being no public comment, the hearing was closed at 6:29 p.m.

Mr. Schroth confirmed the Commission did not wish to postpone voting on Resolution No. 13-29 and conducted a straw poll which indicated all Commissioners were in support of the resolution.

A motion was made by Commissioner Eckian, seconded by Commissioner LeHeup-Smith, to Approve Resolution No. 13-29. The motion carried by the following vote:

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

FIRST READING

13086 Ordinance No. 13-03: Annexation of 3.65 Acres Located on the North Side of E. Orange Ave., West of CR 44 (Bypass)

Mr. Schroth read Ordinance No. 13-03 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; Voluntarily Annexing Approximately 3.65 Acres of Real Property Located on the North Side of East Orange Avenue West of CR 44 (Bypass).

Danielle Kittredge, City Planner, explained the annexation request by AAA Mini-Storage. She stated there is currently a single family home on the property with the remainder za vacant wooded site. She noted the two companion ordinances - Ordinance No. 13-04 and 13-05. She explained the requested land use designation change from Urban Low in Lake County to Mixed Commercial/Residential in the City and the design district assignment of Suburban Corridor. She stated that is consistent with other properties along Orange Avenue.

Mr. Schroth opened the public hearing at 6:32 p.m. There being no public comment, the hearing was closed at 6:32 p.m.

Mr. Schroth confirmed the Commission did not wish to postpone voting on Ordinance No. 13-03 and conducted a straw poll which indicated all Commissioners were in support of the ordinance.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Ordinance No. 13-03 on First Reading. The motion carried by the following vote:

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

13087 Ordinance No. 13-04: Small Scale Comprehensive Plan Amendment for property located on the north side of E. Orange Ave., west of CR 44 (Bypass)

Mr. Schroth read Ordinance No. 13-04 by title on first 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(l) F.S.; Changing the Future Land Use Designation of Approximately 3.65 Acres of Real Property Located on the North Side of E. Orange Avenue, West of CR 44 (Bypass) from Urban Low in Lake County to Mixed Commercial/Residential (MCR) in the City of Eustis.

Mr. Schroth opened the public hearing at 6:33 p.m. There being no public comment, the hearing was closed at 6:33 p.m.

Mr. Schroth confirmed the Commission did not wish to postpone voting on Ordinance No. 13-04 and conducted a straw poll which indicated all Commissioners were in support of the ordinance.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Ordinance No. 13-04 on First Reading. The motion carried by the following vote:

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

13088 Ordinance No. 13-05: Design District Assignment for property located on the north side of E. Orange Ave., west of CR 44 (Bypass)

Mr. Schroth read Ordinance No. 13-05 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County Florida; Assigning the Design District Designation of Suburban Corridor to Approximately 3.65 Acres of Real Property Located on the North Side of E. Orange Avenue, West of CR 44 (Bypass).

Mr. Schroth opened the public hearing at 6:34 p.m. There being no public comment, the hearing was closed at 6:34 p.m.

Mr. Schroth confirmed the Commission did not wish to postpone voting on Ordinance No. 13-05 and conducted a straw poll which indicated all Commissioners were in support of the ordinance.

A motion was made by Commissioner Holland, seconded by Commissioner LeHeup-Smith, to Approve Ordinance No. 13-05 on First Reading. The motion carried by the following vote:

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

VI. OTHER BUSINESS

13090 Eustis Partners, LLC: Conceptual Master Plan

Dianne Kramer, Development Services Director, explained the Land Development Regulations allow a developer to submit a conceptual site plan for Commission review and comment prior to formal application. She explained the location of the project between Magnolia and Macdonald and Grove and Eustis Streets and introduced Tim Green to represent the developer.

Tim Green, Green Consulting Group and representing Eustis Partners LLC, explained the conceptual plan stating the project includes eight buildings with different heights, styles and frontages. He noted the concept includes three three-story buildings and the rest as two-story. He stated the proposed uses include residential, retail and commercial with all uses for the central business district except convenience store gas pumps and vehicle services. He reviewed the proposed public uses for the site including a plaza on Magnolia and a tree-lined walk down the center. He explained the courtyard concept on Grove Street to face the buildings inward rather than toward Grove. He noted that the parking on Grove would also have a traffic calming effect. He added that the buildings will not be constructed all at one time but would be market driven. He noted the project would require some waivers and cited several issues with the frontage requirements. He stated that the parking is internal and noted that if there is more residential some of the parking may be covered and incorporated into the building.

The Commission discussed the following: 1) increased density in the central business district due to the 2007 visioning process; 2) the downtown stormwater project which eliminated the need for retention ponds; 3) the purchase of the Macdonald right-of-way with extension of the street and removal of the remaining hospital foundation; 4) the proposed height of the buildings; 5) amount of parking with a suggestion for structured parking; and 6) possibly waiving the frontage requirements.

Mr. Green explained the conceptual plan places three story buildings where there are already three-story and two-story where there are already two-story. He also stated they have discussed a parking structure but it requires a huge upfront commitment and the amount of required parking will be determined by the market and ultimate use of the buildings.

VII. FUTURE AGENDA ITEMS

Commissioner Eckian asked for the Boys & Girls Club to be allowed to make a presentation at a future meeting.

Commissioner Holland asked for the City Manager to provide at the next meeting an update on the fire district and negotiations with Lake County on the second fire station.

VIII. COMMENTS

City Commission

Vice Mayor Bob reminded everyone that Mother's Day was coming up. She asked everyone to remember those people who care for the community's children, not just their mothers.

Commissioner Holland thanked and complimented staff on the April First Friday event.

Vice Mayor Bob complimented Richard Hoon for his work in keeping the public informed about the City.

Commissioner Eckian reported on various Chamber activities including the upcoming Bluezberry Festival on May 18th at the Fairgrounds and the Chris Cagle concert in September. He noted that their Executive Director Nancy Muenzmay has accepted a position as Director of the Business Incubator Program with Lake Sumter State College effective June 1st but her office would remain in the Eustis Chamber building. He added that her assistant Christie Bobbitt has been offered the position of Chamber Executive Director. He asked the City Clerk to provide him an executed copy of the City Manager's contract.

City Manager

Paul Berg, City Manager, reminded the Commission there would be a workshop on Thursday, April 25th, to conclude the review of the Strategic Plan and the Commission governance package. He noted that same day is the Americorps building day for Palmetto Plaza. He announced that the City Employee Relay for Life team will be holding a spaghetti dinner on Friday evening.

City Attorney - None

IX. ADJOURNMENT - 7:05 p.m.

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.