

**FRUITLAND PARK CITY COMMISSION REGULAR
MEETING MINUTES**

November 14, 2019

City Hall Commission Chambers
506 W. Berckman Street
Fruitland Park, Florida 34731

6:00 p.m.

A regular meeting of the Fruitland Park City Commission was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, November 14, 2019 at 6:00 p.m.

Members Present: Mayor Chris Cheshire, Vice Mayor John L. Gunter, Jr., Commissioners Christopher Bell, Patrick DeGrave and John Mobilian,

Also Present: City Manager Gary La Venia; City Attorney Anita Geraci-Carver; City Treasurer Jeannine Racine; Police Chief Erik Luce, Detective Brian Hilberer, Sergeants David Cox and Eugene Howard, Police Officers Jeremiah Ricketts, Derrick Canna, Ezequiel Martinez, Paul Sandbakken, Keith Flanary, Robert Vachon, and Courtney Stewart, Police Department; Deputy Fire Chief Tim Yoder; Fire Department; Public Works Director Dale Bogle; Community Development Director Tracy Kelley; Library Director Jo Ann Glendinning; Human Resources Director Diana Kolcun; Deputy City Clerk Stevie Taub and City Clerk Esther B. Coulson.

1. CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

ACTION: 6:00:23 PM Mayor Cheshire called the meeting to order, Pastor Travis Turner, Heritage Community Church, gave the invocation and Chief Luce led in the Pledge of Allegiance to the flag.

2. ROLL CALL

ACTION: 6:01:53 PM and 6:02:09 PM Mayor Cheshire requested that Ms. Coulson called the roll and a quorum was declared present.

Upon Mayor Cheshire' suggestion and **by unanimous consent, the city commission accepted the following changes to this evening's agenda:**

- Item 5.(c) Addendum, Resolution 2019-063,**
- Item 6.(a) Addendum, Resolution 2019-059,**
- Item 6.(b-i) Addendum, fiscal impact and recommendations from staff, and**
- Item 6.(i) To be considered before 6.(h).**

3. ANNUAL ELECTION OF OFFICERS

Mayor Cheshire recognized the annual election of officers to be in order.

(a) Mayor

Mayor Cheshire noted, since his tenure on the commission, the efficiencies on meeting conduct and interaction with staff; requested for a motion to be proffered to give him an opportunity to be re-elected as mayor for another year, and addressed his intent to work with Mses. Coulson and Geraci-Carver on official meeting guidelines.

ACTION: 6:02:54 PM Commissioner Mobilian placed the name of Chris Cheshire as mayor for 2019-20. This nomination was seconded Commissioner DeGrave.

Following further discussion and **there being no further names placed for nomination, by unanimous consent, it was declared closed.**

Mayor Cheshire called for a roll call vote to nominate Chris Cheshire as mayor for 2019-20 with the city commission members voting as follows:

Commissioner Mobilian	Yes
Commissioner Bell	No
Commissioner DeGrave	Yes
Vice Mayor Gunter	Yes
Mayor Cheshire	Yes

The motion was declared carried with a four to one (4-1) vote.

(b) Vice Mayor

Mayor Cheshire recognized the annual election of vice mayor to be in order.

ACTION: 6:07:34 PM Commissioner DeGrave placed the name of John L. Gunter Jr. as vice mayor for 2018-19. This nomination was seconded by Commissioner DeGrave.

There being no further names placed for nomination, by unanimous consent, it was declared closed.

After Vice Mayor Gunter accepted the position of vice mayor, **Mayor Cheshire called for a roll call vote to nominate John L. Gunter Jr. as vice mayor for 2019-20 and declared it carried unanimously.**

4. SPECIAL PRESENTATIONS – Police Officer – Swearing-in

After Chief Luce introduced Officer Courtney Stewart, highlighted her educational background and experience with the police department, he administered to her the oath of office.

ACTION: 6:08:43 PM The city commission extended well wishes to Officer Stewart.

5. CONSENT AGENDA

The city commission considered the following consent agenda items:

- (a) **Approval of Minutes**
September 26, 2019 joint workshop meeting minutes.

- (b) **Resolution 2019-058 - Fire Pension Board Reappointment – Ducharme**
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPOINTING A MEMBER TO THE BOARD OF TRUSTEES OF THE MUNICIPAL FIRE FIGHTERS PENSION TRUST FUND OF THE CITY OF FRUITLAND PARK; AND PROVIDING FOR AN EFFECTIVE DATE.

- (c) **Resolution 2019-063 – City Hall Generator Grant**
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPROVING THE FEDERALLY-FUNDED SUB AWARD AND GRANT AGREEMENT, CONTRACT NUMBER H0275 BETWEEN THE CITY OF FRUITLAND PARK AND DIVISION OF EMERGENCY MANAGEMENT, FLORIDA TO PROVIDE FUNDING ASSISTANCE FOR AN EMERGENCY GENERATOR SYSTEM UNDER THE HAZARD MITIGATION GRANT PROGRAM; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT, PROVIDING FOR AN EFFECTIVE DATE.

ACTION: 6:11:50 PM On motion of Commissioner DeGrave, seconded by Commissioner Mobilian and unanimously carried, the city commission approved the consent agenda, as previously cited, with addendum (Resolution 2019-063).

6. REGULAR AGENDA

- (a) **Resolution 2019-059 – Lake County Arts and Cultural Alliance Appointment**
Ms. Geraci-Carver read into the record proposed Resolution 2019-059, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPOINTING A MEMBER AND AN ALTERNATE TO THE LAKE COUNTY ARTS AND CULTURAL ALLIANCE TO SERVE A THREE-YEAR TERM; AND PROVIDING FOR AN EFFECTIVE DATE.

After discussion and following Vice Mayor Gunter’s recommendation, Ms. Glendinning accepted the position and agreed with Mr. La Venia’s suggestion to appoint Ms. Terry Dohrn, Assistant Library Director, as the alternate.

ACTION: 6:12:27 PM A motion was made by Vice Mayor Gunter and seconded by Commissioner Bell that the city commission adopt Resolution 2019-059, with addendum and as previously cited, with the appointments of

Ms. Jo-Ann Glendinning as Library Advisory Board member and Ms. Terry Dohrn as alternate.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.

(b) Public Works Mower Quotes

The city commission considered its action on the following mower quotes:

- John Deere Z950 ZTrak, FEC Fields Equipment Company, \$11,200;
- Commercial Zero Turn Mower, Kubota Crystal Tractor and Equipment, \$8,750, and
- John Deere Z950M Z Trak, John Deere Everglades, \$8,999.

Mr. La Venia recognized the already allocated funds for the subject mower in the FY 2019-20 budget and relayed staff's preference for the John Deere Z950M Z Trak, John Deere Everglades for \$8,999, which includes special tires under warranty.

ACTION: 6:15:12 PM After discussion, a motion was made by Commissioner Bell and seconded by Commissioner Mobilian and unanimously carried, the city commission awarded, to the most responsive and responsible bidder, the mower quotes to John Deere Everglades, for \$8,999 as previously cited.

(c) Community Center Quotes – Lights, Furniture and Acoustical Ceilings

The city commission reviewed the following quotes for the community center's furniture:

- **Furniture**
 - table caddy, folding table, assembly chair, and chair dolly, National Business Furniture (NBF) excluding shipping and handling for \$29,939.90;
 - tables, table dollies, chairs, and chair dollies, Uline excluding freight for \$30,882, and
 - table caddie, chair dolly, tall wing back chair, and plastic folding table; Worthington Direct for \$37,755.70.

After Mr. La Venia conveyed staff's preference for the highlighted quotes, Ms. Yoder recognized NBF's lifetime warranty on its furniture, which has also been utilized by the library, and noted the costs of \$4,062.60 for the freight.

ACTION: 6:17:12 PM After discussion, a motion was made by Vice Mayor Gunter and seconded by Commissioner Mobilian that the city commission approve staff's recommendations to award the quote to National Business Furniture, the most responsive and responsible bidder, for the total amount of \$34,002.80.

○ **Acoustical (Drop) Ceilings**

The city commission considered its action on the following quotes for the community center's ceilings:

- Barker Acoustical Ceilings Inc. (no response);
- Acoustic-Pro Interior Construction LLC, \$10,737, and
- L&D Ceilings, \$10,800

Ms. Yoder cited staff's preference to select Acoustic-Pro Interior who was the lowest bidder. After she identified the completion of work on the water damaged ceiling when two claims were submitted to the former insurance company (Preferred Governmental Insurance Trust), Mr. La Venia referred to the \$10,000 check received for same and another similar amount anticipated to recover said expenses.

ACTION: 6:19:48 PM After discussion, **and on motion of Commissioner DeGrave, seconded by Commissioner Bell and unanimously carried, the city commission approved staff's recommendations to award the quote to Acoustic-Pro Interior Construction, the most responsive and responsible bidder, in the amount of \$10,737 as previously cited.** (In recognizing the cost efficiency of improvements made to the community center with a seating capacity of 285 individuals, the city commission was encouraged to visit the center.)

○ **Lighting Renovation**

The city commission considered its action on the following quotes for the community center:

- Sesco Lighting (Report)
- Lighting Fixtures – Besco Electric Supply Company \$16,531.13, and
- Electrical - Electrical Works of Florida, \$13,390

After discussion, and in response to Commissioner Mobilian's reference to Electrical Works quote for electrical work under lighting for \$13,390 which is incorrect, Ms. Yoder referred to Electrical Works' quote for lighting dated November 13, 2019 for \$19,107.14; her revised November 14, 2019 spreadsheet revealing \$13,390 for electric work for lighting from the electrician (retained by the city) to which Mr. La Venia pointed out his agreement. (Copies of the respective documents are filed with the supplemental papers to the minutes of this meeting.)

ACTION: 6:25:33 PM and 6:29:30 PM After further discussion, **and on motion of Commissioner Mobilian, seconded by Commissioner Bell and unanimously carried, the city commission approved staff's recommendations to award the quote to Electrical Works of Florida, the sole bidder who also works for Besco Electric Supply Company, for the amount of \$13,390 to install all new lights and other electrical work.**

On motion of Commissioner Bell, seconded by Commissioner DeGrave and unanimously carried, the city commission approved staff's recommendation to award the quote to the sole bidder, Besco Electric Supply Company, for light fixtures only in the amount of \$16,531.13.

(d) Northwest Lake Community Park/Cales Memorial Multipurpose Soccer Field (Recreation Complex) - Bleacher Quotes

The city commission considered its action on the following quotes for the Northwest Lake Community Park/Cales Memorial Multipurpose Soccer Field (Recreation Complex):

- BSN Sports, one-player benches only for \$15,204.87;
- Park Warehouse, players' bench (no four-row bleacher with railing option) \$4,062.87, and
- Belson Outdoors, bleacher, footboards, and team bench for \$19,040.25

ACTION: 6:30:18 PM After much discussion, a motion was made by Commissioner Mobilian and seconded by Vice Mayor Gunter that the city commission approve staff's recommendations to award the quote to the lowest and responsive bidder, BSN Sports, in the amount not to exceed \$16,000 to include freight/shipping cost as previously cited.

Mr. La Venia reported on the \$50,000 grant funding recently received from Lake County Office of Parks and Trails towards the Northwest Lake Community Park project improvements; namely, concrete walkways and bleachers pads, other ancillary concrete work, and accessible parking for individuals with special needs and noted the expected quotes to be submitted to the county for approval before the city proceeds with the project.

Vice Mayor Gunter recalled the arrangements made at the February 22, 2018 regular meeting by Mr. Chris Wickberg, Westminster Communities Inc. for staff to contact them regarding a score board for Northwest Lake Community Park.

(e) Recreation Department Vehicle Quotes

The city commission considered the following vehicle quotes for the recreation department:

- 2020 Chevrolet Traverse LS, Vann Gannaway Chevrolet, \$30,989.60;
- 2020 Chevrolet Traverse, Cecil Clark Chevrolet, \$31,000,
- 2019 Chevrolet Traverse, Big Band Chevrolet Buick, \$26,980, and
- 2019 Chevrolet Traverse, Garber Chevrolet Buick GMC, Inc., \$27,634

ACTION: 6:37:51 PM After discussion, and on motion of Commissioner DeGrave, seconded by Commissioner Bell and unanimously carried, the city commission approved staff's recommendations to award to the lowest responsible bidder, Big Band Chevrolet Buick, the amount of \$26,980, as previously cited.

(f) **Resolution 2019-052 Summit Broadband Service Order**

Ms. Geraci-Carver read into the record proposed Resolution 2019-052, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPROVING THE SUMMIT BROADBAND SERVICE ORDER; AUTHORIZING THE CITY MANAGER TO EXECUTE THE SERVICE ORDER; PROVIDING FOR AN EFFECTIVE DATE. (Postponed from the September 19 and October 24, 2019 special and regular meetings.)

Mr. La Venia recalled his previous discussions with Commissioner DeGrave on the comparative costs for 42 Polycom 411 Hosted Voice Handset models with power supply at \$270 which includes installation with the same product featured on Amazon® at \$183 per unit with an approximate 10 percent calculation for setup; a total difference of \$3,500. He recommended utilizing Summit and recognized the option to make any future upgrades on Amazon.

After discussion, Mr. La Venia addressed his plan to communicate with Summit and report back to the city commission on the capacity to install an upgraded powered switch. He recognized the requirement to notify Comcast® providers within 90 days before proceeding with the subject service order,

ACTION: 6:40:18 PM After discussion, a motion was made by Commissioner DeGrave and seconded by Commissioner Mobilian that the city commission adopt Resolution 2019-052, as previously cited, with the caveat that the city manager reports back to the city commission at a future meeting with more information on the installation of an upgraded power switch.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.

(g) **Resolution 2019-060 — Fire Assessment Program – Scope of Services Fire Services Assessment Program – Government Services Group (GSG)**

Ms. Geraci-Carver read into the record proposed Resolution 2019-060, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, ACCEPTING THE FIRE SERVICES ASSESSMENT PROGRAM ANNUAL ASSESSMENT MAINTENANCE SERVICES SCOPE OF SERVICES FROM GSG, INC.; PROVIDING FOR AN EFFECTIVE DATE.

After discussion, **and by unanimous consent, the city commission agreed that The Government Services Group Inc.'s calculated cost to manage the fire department for implementation in FY 2021-22 will be addressed at the forthcoming city commission workshop on the fire department and directed**

the city treasurer to include GSG's fee arrangement of \$6,000 for fire assessment in the FY 2021-22 budget.

ACTION: 6:46:33 PM A motion was made by Commissioner DeGrave and seconded by Vice Mayor Gunter that the city commission adopt Resolution 2019-060 as previously cited.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.

By unanimous consent, the city commission took Items 6.(h) and 6.(i) out of order on this evening's agenda.

(i) Resolution 2019-065 – Building and Zoning Fee Schedule

Ms. Geraci-Carver read into the record proposed Resolution 2019-065, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, ADOPTING A FEE SCHEDULE FOR BUILDING AND ZONING FEES; REPEALING ALL FEES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. La Venia addressed the provisions under House Bill 127 relating to reasonable inspection fees schedule and building inspections conducted by a private provider -- submitted by Ms. Geraci-Carver by email on July 29, 2019 -- and identified the implications to local governments.

Mr. Jeffrey "Jeff" Gerling, Alpha Inspections Inc., building official retained by the city, gave a report on staff's previous formation of (building permit and inspection process) comparative reports issued over a two-year period which derived building and zoning fees; the process utilized by private companies and city staff's responsibility to ensure efficiency. With respect to HB 127, he cited instances where there have been deficiencies with third party inspections beyond Florida Building Code's requirements; pointed out the amendments under subsection 553.791 of the Florida Statutes as it relates to reduced services not provided by local government and referred to HB 7103 on no rights to collect permit fees but reasonable administrative fees. (Copies of the respective documents are filed with the supplemental papers to the minutes of this meeting.)

Following further discussion, Mr. Gerling addressed the need to draft legislation on the requirement for a formal survey to ensure the correct placement and elevation of residential properties and miscellaneous or building permit administrative fees for commercial properties.

ACTION: 6:49:59 PM After continued discussions, a motion was made by Commissioner Mobilian and seconded by Commissioner DeGrave that the city commission adopt Resolution 2019-065 as previously cited and request that a

provision be included on building permit private provider fees for commercial properties.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously. (The city manager suggested reviewing the provisions under Chapter 152, Development Order and Development Permit Required of the Land Development Regulations (LDRs) to ensure that developers conform with same.)

(h) Resolution 2019-053 – Building and Zoning Building Official – Alpha International Contract Renewal

Ms. Geraci-Carver read into the record proposed Resolution 2019-053, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPROVING THE CONTRACT FOR MUNICIPAL INSPECTION SERVICES BETWEEN ALPHA INSPECTIONS INTERNATIONAL I LLC AND THE CITY OF FRUITLAND PARK; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. La Venia pointed out the revised changes as agreed to by Mr. Gerling on the subject contract and requested that Ms. Geraci-Carver include a provision that Alpha Inspections will not provide private plans review and inspection services within the city in accordance to Florida Statutes.

ACTION: 7:08.33 PM After discussion, a motion was made by Commissioner DeGrave and seconded by Commissioner Bell that the city commission adopt Resolution 2019-065 as previously cited to accept the city manager's recommendation that the city attorney include the aforementioned provision in the subject contract.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.

(j) Resolution 2019-064 – McDirmit Davis Certified Public Accountant (CPA) – Auditing Services

Ms. Geraci-Carver read into the record proposed Resolution 2019-064, the substance of which is as follows:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, APPROVING THE AGREEMENT BETWEEN McDIRMIT DAVIS AND THE CITY OF FRUITLAND PARK, FLORIDA TO PROVIDE AUDITING SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

Mr. La Venia and Ms. Michaud agreed with Commissioner DeGrave's suggestion for the city commission to consider soliciting auditing firms prior to the conclusion of McDirmit Davis' audit engagement services and his request for arrangements to

be made for McDirmit Davis to provide a clear, concise and comprehensive letter outlining the city's improvements on its internal audit and controls.

ACTION: 7:12:08 PM After discussion, a motion was made by Commissioner DeGrave and seconded by Commissioner Mobilian that the city commission adopt Resolution 2019-064 as previously cited.

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.

(k) Library (Gardenia) Café Agreement Discussion

Mr. La Venia commended K & M Creative Catering LLC for their satisfactory performance; pointed out previous discussions on the need for additional documentation and expressed preference to operate Gardenia Café at the library in a different way; thus, proceeding towards a new direction. He voiced his belief that it would serve the best interests of the city and the vendor to part ways recognizing the 30-day notice clause in the current contract; recommended that he proceed to seek another vendor to operate said café in a different fashion and referred to his previous discussions with city staff and Ms. Geraci-Carver in this regard.

In view of a new vendor in mind, Mr. La Venia requested that Ms. Geraci-Carver prepare a letter to start the 30-day process and for her to work with Ms. Glendinning on the respective contract with amenable changes for the city commission's consideration at the next meeting.

ACTION: 7:16:41 PM After discussion, and on motion of Commissioner Mobilian, and seconded by Commissioner DeGrave and unanimously carried, the city commission accepted the city manager's recommendation to terminate the agreement between K&M Creative Catering LLC.

(l) 2020 City Commission Meeting Schedule

The city commission considered the 2020 city commission meeting schedule.

Mayor Cheshire suggested that the city commission consider for the December 12, 2019 regular meeting, the following workshops:

- the fire department's provision of fire rescue services,
- the five-year capital improvement program,
- water wastewater connection to which Mr. La Venia addressed his intent to address same under Item 6.(a).i.v., later on this evening's agenda, and
- the completion of the LDRs as a joint meeting with the Planning and Zoning (P&Z) Board prior to the city commission's regularly scheduled meeting in early 2020.

ACTION: 7:20:10 PM After discussion, and on motion of Commissioner DeGrave, seconded by Commissioner Mobilian and unanimously carried, the city commission approved the 2020 city commission meeting schedule.

By unanimous consent, Mayor Cheshire opened the public hearings.

PUBLIC HEARING

(m) Second Reading and Public Hearing – Ordinance 2019-014 – LPA-P&Z Board – Lake county School District Representative – Nonvoting Member

It now being the time advertised to hold a public hearing to consider the enactment of proposed Ordinance 2019-014, Ms. Geraci-Carver read the following title into the record and Mayor Cheshire called for interested parties to be heard:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, AMENDING PROVISIONS IN CHAPTER 31 OF THE CODE OF ORDINANCES RELATING TO THE LOCAL PLANNING AGENCY AND THE PLANNING AND ZONING BOARD, INCLUDING BUT NOT LIMITED TO PROVIDING FOR A LAKE COUNTY SCHOOL DISTRICT REPRESENTATIVE TO SERVE AS A NONVOTING MEMBER; PROVIDING FOR CODIFICATION, SEVERABILITY AND CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE. (The first reading was held on October 24, 2019.)

ACTION: 7:22:15 PM After discussion, a motion was made by Commissioner Mobilian and seconded by Vice Mayor Gunter, that the city commission enact Ordinance 2019-014, as previously cited, to become effective as provided by law.

There being no-one from the public and **by unanimous consent, Mayor Cheshire declared the public hearing closed.**

Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously. (The city manager anticipated writing a letter to Dr. Diane Kornegay, Lake County School Board Superintendent, incorporating a copy of Ordinance 2019-014 requesting for a name of the school board's appointed designee.)

END OF PUBLIC HEARING

7. OFFICERS' REPORTS

(a) City Manager

i. Economic Development Status Update

o Florida Medical Industries Inc.

Mr. La Venia gave a report on the demolition of the Florida Medical Industries Inc. property (the glass thermometer manufacturing company located on 3131 US Highway 27/441) and anticipated the site to be completely removed within the next few weeks.

- **CRA Matching Grant Façade Improvement Program Application**
After Mr. La Venia noted the additional applications for the Community Redevelopment Agency Matching Grant Façade Improvement Program, he agreed with Mayor Cheshire's recommendation to educate individuals about said program.

ACTION: 7:24:03 PM For informational purposes.

ii. Shiloh Cemetery (Road) Discussion

Mr. La Venia recognized the concept, over the years, to make a final major improvement on an existing roadway through Shiloh Cemetery and acknowledged the dedicated funds of \$90,000 included in the FY 2019-20 budget of which \$30,000 has been earmarked towards the paving project. He outlined the costs of available gravesites and niches for residents and non-residents; the projected revenue expected for the next 15 years, after improvements are made, and the approximate amount that can be utilized in the cemetery's fund annually towards maintenance; and purchasing additional land for a new cemetery in the city.

ACTION: 7:26:18 PM After extensive discussion and **by unanimous consent, the city commission approved the city manager's request to seek proposals and solicit vendors to make improvements on an existing dirt roadway – to a single lane one-way paved roadway without curbing -- through Shiloh Cemetery and utilize \$30,000 in dedicated funds identified in the FY 2019-20 budget towards same.**

iii. Alcohol Beverage Policy Discussion

In recognizing the city commission's previous actions to proceed towards the community center's opening; the public's desire to use said facility for rent which may involve the consumption of alcoholic beverages and Ms. Glendinning's plan to host events, Mr. La Venia addressed the need for the city commission to establish an alcohol beverage policy.

Mr. La Venia explained that he is currently working with Ms. Geraci-Carver on the drafting of the subject policy; the gathering of local governments' code of ordinances from Ms. Coulson and his plan to seek input from Chief Luce for the city commission's consideration.

ACTION: 7:35:54 PM No action was necessary.

iv. State Revolving Fund Loan – Wastewater Connection

With respect to the State Revolving Fund (SRF) loan program, Mr. La Venia recognized that the respective state legislators are proceeding with the FY 2020-21 state appropriations request of approximately \$995,000 for the wastewater force main extension connection construction project up to CR 468.

Mr. La Venia relayed his conversations with representatives from Booth Ern Straughan & Hiott Inc (BESH) -- engineers, surveyors, and land planners retained by the city -- to prepare an SRF low interest loan application totaling approximately \$7,500 awarded by the State of Florida Department of Environmental Protection for the construction of wastewater connections with an 80 percent forgiveness of principal which can be utilized in case the appropriation request is denied. He conveyed recent inquiries from developers on the availability of and access to water and wastewater and the annexation of parcels in the unincorporated area.

Mr. La Venia recommended pursuing construction of the subject project; addressed his plan to meet with Ms. Racine to identify the \$7,500 revenue source and noted that the loan application can be withdrawn if the appropriations request is granted.

ACTION: 7:37:33 PM The city commission, by unanimous consent, authorized the city manager to retain Booth Ern Straughan & Hiott Inc. to proceed in obtaining assistance to prepare a State Revolving Fund low interest loan application to finance the construction of the wastewater force main extension.

v. Public Risk Management of Florida Inc. (PRM)

Mr. La Venia reported on his attendance at the November 1, 2019 PRM Joint Insurance Fund Meeting which was informative; recognized PRM's longevity with other local governments and expressed satisfaction with the city commission's decision in adopting PRM's proposal.

ACTION: 7:44:59 PM For informational purposes.

vi. Technical Advisory Committee (TAC)

Mr. La Venia extended congratulations to Mr. Bogle who was appointed as the Lake~Sumter Metropolitan Planning Organization-Technical Advisory Committee (LSMPO-TAC) Chairperson at its November 13, 2019 meeting.

ACTION: 7:45:47 PM For informational purposes.

vii. Building a Successful Records Management Program

Mr. La Venia commended Ms. Coulson for hosting a records management training for all city staff and department heads "Building a Successful Records Management Program" by Mr. Matt Daugherty, SML Inc., which was held earlier this day.

ACTION: 7:46:16 PM For informational purposes.

(b) City Attorney

i. Notice of Claim – James Hartson

Ms. Geraci-Carver stated that there is nothing new to report on the notice of claim for Mr. James Hartson.

ACTION: 7:46:35 PM No update at this time.

ii. City of Fruitland Park v. T. D. Burke

Ms. Geraci-Carver stated that there is nothing new to report on the City of Fruitland Park v. T.D. Burke

ACTION: 7:46:35 PM No update at this time.

8. PUBLIC COMMENTS

Mr. Mark Napke, Lake Griffin State Park Ranger, who relocated from the Panhandle in October 2018 after Hurricane Michael, introduced himself before the city commission.

ACTION: 7:47:48 PM The city commission welcomed him to the city.

9. COMMISSIONERS' COMMENTS

(a) Commissioner Mobilian

Commissioner Mobilian stated that he has no comments at this time.

ACTION: 7:49:18 PM. No action was taken.

(b) Commissioner DeGrave - Veterans' Day Ceremony

Commissioner DeGrave gave a report on Vice Mayor Gunter and his attendance at the November 11, 2019 Veterans' Day Ceremony.

ACTION: 7:49:47 PM. No action was taken.

(c) Commissioner Bell

i. Veterans' Day Ceremony

Commissioner Bell cited his inability to attend the November 11, 2019 Veterans Day Ceremony.

ACTION: 7:50:05 PM No action was necessary.

ii. Lake County Trails *Meet me in the Middle – How Trails can Bring Lake County Together* Presentation

Commissioner Bell reported on his attendance at the November 13, 2019 Lake County Trails *Meet me in the Middle – How Trails can Bring Lake County Together* Presentation held at Lake Sumter State College, Leesburg. He anticipated receiving \$50,000 in grant funds to the city for Northwest Lake Community Park as referenced earlier in this evening's meeting by Mr. La Venia under regular agenda Item 6.(d).

Commissioner Bell relayed the response from Mr. Bobby" Roberto Bonilla, Lake County Office of Parks and Trails Director, to his request for additional funds towards restrooms as children were crossing the roadway from the park which is of concern and noted that the city would need to

apply for a \$250,000 state match grant (to be matched by the county) to complete the park and submit its request in writing for the county's support.

Mr. La Venia explained, in response to a question posed by Mayor Cheshire on the status of the grant writer, that he has been provided with names of grant writers – one from BESH and the other provided by Mr. Greg A. Beliveau, LPG Urban and Regional Planners (consultants retained by the city). Mr. La Venia expressed preference not to utilize the current grant writer used by the city but retain the two individuals by obtaining their quotes.

ACTION: 7:49:47 PM. By unanimous consent, the city commission directed the city manager to proceed seeking a grant writer and accepted Commissioner Bell's suggestion to proceed with the application for funding towards Northwest Lake Community Park's improvements.

iii. LSMPO Governing Board Membership

Commissioner Bell recognized the current LSMPO at-large representative rotating governing board positions and addressed his preference for the seven municipalities to collaborate, formulate a coalition and address their voting privileges on the MPO which does not require MPO consideration.

ACTION: 7:53:59 PM The city manager agreed to communicate with the municipal managers or administrators for input before an agreement is drafted in that regard.

(d) Vice Mayor Gunter, Jr. – Veterans' Day Ceremony

Vice Mayor Gunter relayed his attendance at the November 11, 2019 Veterans' Day Ceremony accompanied with his granddaughter and noted Commissioner DeGrave and city staff that were present.

ACTION: 8:00:48 PM. No action was taken.

10. MAYOR'S COMMENTS

(a) Emails – Spam and Junk

After Mayor Cheshire acknowledged the strange emails being received by himself and the city commission, Mr. La Venia assured the protective measures the city has undertaken and advised city users to be diligent and not open suspicious emails marked as *spam* but follow the instructions to identify them as "junk", block the sender and or notify staff.

ACTION: 8:09:37 PM No action was necessary.

(b) November 2, 2019 24th Annual Government Day

Mayor Cheshire acknowledged the attendance of some city commissioners and staff at the November 2, 2019 24th Annual Government Day event held at the

Dwight D. Eisenhower Regional Recreation Center at The Villages and conveyed the positive reviews he has received regarding the city's new library.

ACTION: 8:05:17 PM For informational purposes.

(c) **Digital Signs**

Mayor Cheshire voiced his concerns regarding the manner of digital signs within the city and their distraction to motorists.

ACTION: 8:05:56 PM After much discussion and upon Mayor Cheshire's suggestion **the city commission, by unanimous consent, agreed to hold discussions on digital sign regulations under Chapter 163 at the forthcoming Land Development Regulations workshop.**

(d) **Dates to Remember**

Mayor Cheshire recognized the following events:

- November 22, 2019 Lake County League of Cities, *LS-MPO, The Commercial Contractors Association of Lake and Sumter Counties, and Election of Officers*, Lake Legislative Delegation, Lake Receptions, 4425 N Highway 19-A, Mount Dora, Florida 32757 at 12:00 p.m.;
- November 28, 2019, City Commission Regular at 6:00 p.m. Cancelled;
- November 28, 2019, Thanksgiving Day, City Hall Closed;
- November 29, 2019, Day After Thanksgiving, City Hall Closed;
- December 11, 2019, MPO Governing Board meeting, 225 W. Guava Street, Lady Lake FL 32159 at 2:00 p.m.;
- December 12, 2019, Lake County School District, School Board Chambers, Administrative Complex, 201 West Burleigh Boulevard, Tavares, Florida 32778 at 10:00 a.m.;
- December 12, 2019, City Commission Regular at 6:00 p.m.;
- December 13, 2019, Hometown Christmas, Outside City Hall at 5:30 p.m.;
- December 14, 2019, *7th Annual Wreaths Across America Ceremony*, Shiloh Cemetery, Fruitland Park, Florida 34731 at 12 noon;
- December 19, 2019, Holiday Luncheon, Heritage Community Church, 509 West Berckman Street, Fruitland Park at 11:30 a.m.;
- December 20, 2019 Christmas Party, Community Center, 205 W Berckman Street, Fruitland Park, Florida 34731 at 7:00 p.m.;
- December 24, 2019, Christmas Eve – City Hall Closed;
- December 25, 2019, Christmas Day - City Hall Closed;
- December 26, 2019, City Commission Regular at 6:00 p.m. – Cancelled, and
- December 31, 2019, New Year's Eve,
- January 1, 2020, New Year's Day.

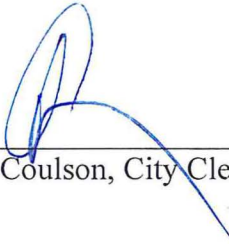
In response to Commissioner Bell's inquiry, Ms. Glendinning announced the ribbon cutting ceremony for the *Children's Garden Grand Opening* to be held on Saturday, December 21, 2019 at 10:00 a.m. followed by refreshments in the Palm Villa Room.

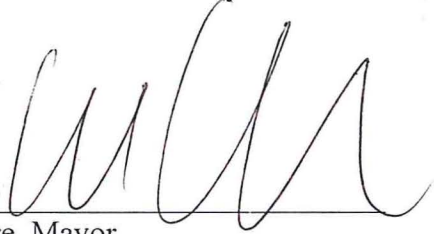
ACTION: 8:09:45 PM For informational purposes.

11. **ADJOURNMENT**

There being no further business to come before the city commission, the meeting adjourned at 8:12 p.m.

The minutes were approved at the January 9, 2020 regular meeting.

Signed  _____
Esther B. Coulson, City Clerk

Signed  _____
Chris Cheshire, Mayor