

LAKE PLACID TOWN COUNCIL
Regular Meeting
Minutes
1/12/2015 5:30 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, January 12, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Drew Severance First Presbyterian Church, Invocation and, Pledge of Allegiance. A quorum was present.

5:30 P.M INVOCATION
PLEDGE OF ALLEGIANCE

5:35 P.M. Call to Order - Mayor John Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Police Chief James Fansler

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council December 8, 2014
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of December 2014
- E. Approval of all duly authorized monthly bills, less Royce Supplies and Hometown Network
- F. Approval of Letter of Support to Highlands County Engineer Ramon Gavarette preferring Interlake Boulevard improvements from Commerce to US 27 to be included in the Development of FDOT Five Year Tentative Work Program Fiscal Years 2016/2017 through 2020/2021

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Consent Agenda 1 Items A-F. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for Royce Supply

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve Consent Agenda 2 item A. **Roll Call Vote:** Yes - Worley, Tuck, Bastardi, Abstain – Royce. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS (Discussed after Agenda Item 5.B.3)

A. Watershed Advisory Board Presentation (LPWAB)

Town Council, Mayor Holbrook, Town Administrator

- Council Member Worley reported to council that there would not be a presentation at this time, but the Watershed Advisory Board did make recommendations to council.
- Council Member Worley informed council that at the WAB meeting, it was brought to the board's attention that according to the WAB Ordinance that Ms. Fentress does not reside in the Town or the Greater Lake Placid Planned Vision Overlay Area which is required by the Ordinance. The board is recommending changing the ordinance as it pertains to the residency requirements in order to retain Ms. Fentress who is an asset to the Board.
- Council Member Royce suggested the WAB make recommendations to council to make the necessary changes to the residency requirements in the ordinance.
- Mayor Holbrook commented Ms. Fentress remain on the LPWAB until the ordinance is changed to reflect a new area.
- Town Attorney Harris suggested amending the current ordinance.

- Council Member Royce suggested a map representation of what the area of the board representation makeup should be.
- Council Member Worley commented that the presentation developed by Mr. Howard does include defined area maps indicating the watershed area.
- Council Member Royce suggested scheduling public hearing for ordinance revisions to allow council to choose whom to appoint to the board and changing the restrictions of location.
- Council Member Royce suggested that for the remainder of the WAB recommendations that the items be brought to council and placed on the action agenda with proper backup supporting documents for consideration by council.
- Council Member Worley stated the recommendation to join the Storm Water Association, be placed on the next council agenda.

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS (No Public Hearings Scheduled)

5. TOWN ATTORNEY/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Town Attorney (No Items)

B. Town Administrator

1. Recreation Supervisor

Town Council, Mayor Holbrook, Town Administrator

- Mr. Williams presented a Recreation Supervisor job description and Salary Range as requested by council at the previous council meeting.
- The proposed position would be to include a breakdown that 80% of the hours be spent on yard/maintenance work and 20% of the time working with the leagues and commission.
- Council discussed the salary range including benefits presented to be between \$21,320 to \$26,416 and the position responsibilities.
- Mr. Williams responded to questions and discussion from council that the position would be a probationary type of position, and will not consist of over 40 hours per week, and the work to be done will be broken down into estimated hours for what is to be accomplished in that 40 hour work week. The position will not include overtime. The position has the possibly to generates revenue in the long term.
- Council Member Tuck commented the salary range appeared to be low.
- Mr. Williams commented council could approve a higher salary range.
- Council Member Bastardi stated council should be able to explain to residents of town that town funds are being utilized to pay for the position. In addition, did not agree for hiring a position for recreation.
- Council Member Royce commented that the Town has an asset in the Lake June Complex; the asset needs to be managed and maintained as a responsibility by the Town.
- Council Member Bastardi responded that the complex is not an asset, as it does not bring in funding into the Town.
- Council Member Tuck commented that funds do come to the Town from the county for \$110,000 towards recreation.
- Council Member Worley commented the complex could generate revenue to the town.
- Reese Martin of the Lake Placid Youth Baseball, commented that the group is working on the fields, discussed what has been done. The goal is to have the league player's move to the High school teams. Mr. Martin expressed that there does not need to be a paid person, the leagues have the people working on hosting tournaments. In addition, the volunteers have laid 49 pallets of sod in which 18 donated by Star Farms, which is not located in the Town. The biggest challenge is mowing on a regular basis.
- Mr. Williams stated that the position be given to a person who is capable of getting the job done, who will take ownership. The intent is not to take away from what the leagues are currently doing. Mr. Williams added that currently the bleachers are a liability and is his first priority.
- Council Member Royce stated that the new employee of the Town of Lake Placid could work in other areas of the Town if necessary. Additional comments included that the intent of the user fees was to have the funds available to repair and maintain the complex. Council's intent was to utilize to funds to maintain the complex, such as fixing the bleachers, dug out roofs and capital projects but not intended for new projects.
- Council Member Tuck suggested increasing salary range for the position up to \$32,000.
- Drew Phypers commented that he has been a resident of Lake Placid area and never lived in the town, in addition commented that most residents outside of the town limits consider themselves part of the Town, and have contributed to the town.
- Mr. Williams expressed there was never an intent to discontinue having volunteers or the Recreation Commission.

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve the Recreation Supervisor Job Description with modifications changing the salary range to \$21,320 to \$32,000 to include dependant on qualifications and to read maintains a responsible private and public life. **Roll Call Vote:** Yes- Royce, Worley, Tuck, No-Bastardi , Motion Carried.

2. Recreation Commission Discussion

Town Council, Mayor Holbrook, Town Administrator Discussion:

- Mr. Williams informed the council the Recreation Commission currently has three members.
- Mayor Holbrook recommended there is representation for each league on the Commission, to have the Vice President of each association become a member of the commission.
- Matt Delaney informed council the Dixie Youth Board had did some work on the fields in the past. Once the position is filled would the group be required to coordinate with the person placed in the new position.
- Mayor Holbrook responded that would be the process in the future.
- Todd Moore informed council that as he was on various boards, football, soccer, miracle league, not just baseball; he was able to represent these groups.
- Council Member Royce commented that the leagues as stakeholders see a value to having a Recreation Commission.
- Council Member Bastardi inquired whether the recreation commission only represents organized sports, or does it include the other recreation in the town, for example trails and paths.
- Mr. Williams commented that the County funds for recreations are for Parks and Recreation.
- Council Member Royce commented that Ms. Teal has resigned from the Recreation and Parks Advisory Committee (RPAC) and the town will need to have another representative on the committee.
- Todd Moore said he would think about be serving on the RPAC as an alternative, if there was not anyone else.
- Mayor Holbrook is an alternate for the Town and can vote for the town.
- Council Member Worley recommended the new hire for recreation represent the Town on the RPAC board.
- Mr. Moore stated he was not opposed.

3. Lake Placid Montessori Academy, LLC request for extension of credit for wastewater hookup fees (Heard after Item 2).

Town Council, Mayor Holbrook, Town Administrator, Utilities Director Barber Discussion:

- Mr. Williams stated there is a request from the Lake Placid Montessori Academy to postpone the fees to connect to the sewer for \$3600 until February. The school has informed staff that is when they would have the funds.
- Jennifer Payne introduced herself as the owner of the Lake Placid Montessori Academy.
- In response to council, Utilities Director Barber informed council that the service is in, but has not been connected as of yet, until the fees to connect have been paid. The school does have water service. The school is currently utilizing the septic system.
- Ms. Payne responding to council questions, the majority of the schools funds come from scholarship funding by the state, the funding that is not expected until the 2nd week in February. Ms. Payne stated that this is financial hardship, paying the plumber and the Towns fees of \$3600, which will be approximately \$13,000. Additional this was an unanticipated expense for the school. Currently part of the drain field is functional and the school is working with it, students are being taken to the other building.
- Council Member Royce inquired whether the school could continue working with the problem until funds are available.
- Mayor inquired in reference to how the roads are surrounding the school.
- Ms. Payne responded that the property gets flooded often mainly from water coming down Lake View street.
- Mayor Holbrook inquired about the roads.
- Ms. Payne stated that when Lake View Street was constructed school gets flooded. In addition, to help with the erosion of the roads the school has worked closely with the police department to keep parents off the sides of the roads and has sent memos to the parents to not drive or park on the sides of the roads.
- Council Member Worley inquired about the number of students attending the school and stated concern for the safety of the students.
- Ms. Payne responded the school started with 34 students and has expanded to 110 families. The parents are required to bring the children in and out the gate, and the children are never left to their own run out to their parents. The Lutheran church has offered parking for the schools staff, which has elevated some of the parking issues.
- Mr. Harris stated that the town code section 135-18 there is a hardship provision up to 120 days and section 125-19 failure to pay water and sewer would be shut off. The connection fee is paid no later than the 20th day of commencement of service. The director can extend up to 120 days. Mr. Harris stated that was for the services fees and not the tap fees. In addition, section 135-19 states if there is a failure to pay then at that point both water and sewer would disconnect.
- Council Member Tuck inquired whether the school could pay \$1000 towards the connection fee.
- Ms. Payne stated the school could pay at the end of the week.
- Ms. Payne stated funding will be received the second week in February and would be able to pay in full at that time.
- Council and Mayor discussed the timing for connection, suggested push connection date for a couple of weeks in order to have the fees paid within the requirements of town code, having payment no later than the 20th day of commencement of service.
- Mr. Williams inquired if another situation were to come up does council want to have the issue come before them.
- Council discussed if the issues fall within the code as discussed, staff would follow the code, but to be careful interpreting the code. No motion was required, as staff will follow the code.

4. Recycle bin placement at Lake June ball fields
Town Council, Mayor Holbrook, Town Administrator

- Council Member Worley commented the area at the ball fields would not work as a place for the Recycle Bins. The containers are sitting on sugar sand, and when the bins get full people just leave the items outside of the bins.
- Council discussed the Town allowing for the Recycle bins to remain at the Lake June ball fields. Consensus of council was to have the County find another location. Additional comments pointed out there are county facilities within the town such as the health department, tax collectors office among others.
- Chief Fansler suggested council consider that there have in the past been people sleeping in the bins, and to consider the children in the area.

5. Code enforcement magistrate alternate
Town Council, Mayor Holbrook, Town Administrator

- Mr. Williams informed council that there is not at this point an alternate Special Magistrate, and there is a case the Special Magistrate has a conflict of interest. Susan Rhoads has agreed to serve for the case in question.
- Mr. Harris stated that council could appoint by Resolution or seek a new alternate by seeking applications.
- Council was in consensus to pass a resolution to approve Ms. Rhoads.

Motion – Moved by Council Member Worley, seconded by Council Member Tuck, to approve appointment of Susan Rhoads as an alternate Special Magistrate by Resolution. **Roll Call Vote:** Unanimous approval

Other discussion Mayor/Council/Town Administrator:

- Mr. Williams informed council to expect to see the Land Development Regulations (LDR) soon. In addition, the CFRPC has identified the area for the CRA study.
- Council Member Worley commented that she would be contacting CFRPC to discuss the undeveloped areas that are not included in the study.
- Council Member Tuck inquired what can be done about the signs along US Hwy 27 going north up to the cemetery. Council Member Worley responded that the vendors are now located on private property. Council member Worley will be contacting the owners of the property and the county.
- Council and Mr. Williams discussed whether the reconstruction of Tangerine Blvd has been moved out a year. Council Member Royce responded the county is waiting for FDOT to sign, but was not aware of any change. Mr. Williams will contact the County Engineer and inquire on the status of the project.
- Council Member Royce commented in speaking with the Central Florida Regional Planning Councils (CFRPC) the progress on the CRA study and the Town Land Development Regulation, and is encouraged on the progress.

CITIZENS NOT ON AGENDA (NONE)

7. AJOURNMENT (7:40 PM)

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 7:40pm

LAKE PLACID TOWN COUNCIL
Regular Meeting
Minutes
2/9/2015 5:30PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, February 9, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Richard Norris, Trinity Lutheran Church Invocation and Pledge of Allegiance. A quorum was present.

5:30 P.M INVOCATION
PLEDGE OF ALLEGIANCE

5:35 P.M. Call to Order - Mayor John Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Police Chief James Fansler
Town Planner Susan BuChans
Town Planner Joedene Thayer
Town Planner Iris Brown

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council January 12, 2015
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of January 2015
- E. Approval of all duly authorized monthly bills, less Royce Supplies and Hometown Network
- F. Appointment of Recreation Committee Member Jennifer Koukos to complete resigning member Laura Teal's RPAC term of 4 years and she started March 13, 2012 to March 13, 2016
- G. Recommendation by the Recreation Commission to Appointment Jason Test to the Commission
- H. Request for Town Council Members and the affected town employees to include vision (\$4.81), dental (\$35.74) and voluntary benefits to the health insurance reimbursement
- I. Approval of renewal of attorney service contract with SWAINE & HARRIS, P.A., Attorneys at Law

- J. Approval of Parks and Recreation Interlocal Agreement with the HC Board of County Commissioners
- K. Police department would like to begin a monthly award ceremony for school-aged children throughout Lake Placid called "Do the Right Thing."

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Consent Agenda 1 Items A-J. **Roll Call Vote:** Unanimous approval.

Council Discussion Consent Agenda Item 1.K

- Council Member Tuck requested clarification in reference to Item K, that the proposed program would include all the Lake Placid Schools.
- Chief Fansler confirmed that all schools in the Lake Placid area will be included. The program’s purpose is to reward kids for doing the right thing. In addition, Chief Fansler commented that the program would be no cost to the Town.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Consent Agenda 1 Item K. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for Hometown Network

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 item A. **Roll Call Vote:** Yes – Royce, Worley, Tuck, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

- A. Wells Fargo (Cancelled)

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS

- A. **1st Reading Ordinance 2015-692 Historic District Parking Ordinance**

(Approximate Hour/Minute 8.53)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners

- Mayor Holbrook read by title on first reading of Ordinance 2015-692.
- Recommended corrections to the ordinance to include, changing the language of the Historic District location “Main Street” to its correct name “Main Avenue”. In addition, to add future descriptions to include from “Main Avenue North to Main Avenue South” and to clearly state the “Town of Lake Placid” in the ordinance.
- Council Member Bastardi voiced concerns and requested an understanding of why the change to the ordinance is being proposed. In addition, commented the ordinance does not address additional square footage being added to a building. Additional concerns included how storm water retention issues will be addressed.
- The Ordinance changes were introduced because of an upcoming build out project being requested by Mr. Olivieni to council further down on the current agenda, and how to handle the parking for the project.

- Town Planner Ms. BuChans comments in regards to the ordinance and in response to council included; New language could include having the historic district go from North Main Avenue further down to Dal Hall past North Main. A retention area is required to handle storm water retention.
- Council discussed where the Historic District Boundaries should be defined within the proposed ordinance.
- Ms. BuChans informed council that the Historic District boundaries suggested in the proposed ordinance utilized the boundaries defined in the Town’s sign ordinance.
- Council discussion- Addressing water retention, property rights given in the past to most of the buildings in the district.

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve on first reading Ordinance 2015-692 with language changes Title as Historic Structures, striking “where such reduction or exemptions is needed to allow a viable use of the historic district structure and to include as the historic district, all of main avenue, south of Observation Street, Interlake Blvd west of Eucalyptus Avenue and Hibiscus Street.” **Roll Call Vote:** No Vote (Approximate Minute 42.39)

Amended Motion – Moved by Council Member Royce, seconded by Council Member Bastardi, to approve on first reading Ordinance 2015-692 with language changes Title of 161-10 as Historic District, striking “where such reduction or exemptions is needed to allow a viable use of the historic district structure and to include the Historic District, Main Avenue from Observation south to Poinsettia.” **Roll Call Vote:** Unanimous approval (Approximate Minute 58.14)

B. 1st Reading Ordinance 2015-693 Recreation Commission Amending section 5-21
(Approximate Hour/Minute 58.29)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator

- Mayor Holbrook read by title on first reading of Ordinance 2015-693.
- Council Member Royce suggested changing section 5-21 of the residency requirements for commission members from “in Highlands County” to the “Southern Highlands County Recreation Benefit District”, which encompasses the area from Josephine Creek south.
- Council Member Tuck was not in favor of the ordinance changes, commenting that members of both the Recreation Commission and the Watershed Advisory board should remain as is. In addition, that the Recreation Commission should be dissolved as the town is in the process of hiring a supervisor for the recreation area.

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve on first reading Ordinance 2014-693 with changes to section 5.25 read “Commissioners are not required to live within the Town of Lake Placid, but preference for appointment will reside with residence of the town or residence within the Southern Highlands County Recreation Benefits District as defined by Highlands County. **Roll Call Vote:** Yes- Royce, Worley, No- Tuck, Bastardi, Tie break- Yes Mayor Holbrook. Motion Carried. (Approximate Minute 1.05.38)

C. 1st Reading Ordinance 2015-694 Watershed Advisory Board Amending section 5-62
(Approximate Hour/ Minute 1.06)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator

- Mayor Holbrook read by title on first reading of Ordinance 2015-694.

- Council discussed the residency requirement areas.
- Council Member Bastardi commented the Watershed Advisory Board should be working on a storm water utility and storm water issues within the town.
- Council Member Worley stated that some of these grants have been works for the past eight years and are concluding. Addressing the storm water issues that are not not within the town limits, stated that the town is a contributing factor.

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve on first reading Ordinance 2015-694 with changes to section 5.62 to read members are not required to live within the Town limits, but must reside within either the Town or that portion of Highlands County, generally south of Josephine Creek, any points east or west from that point. **Roll Call Vote:** Yes- Royce, Worley, No- Tuck, Bastardi, Tie break- Yes Mayor Holbrook. Motion Carried. (Approximate Hour/ Minute 1.16)

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Shamrock Pharmacy Historic District parking waiver request (Approximate Hour/ Minute 1.16.58)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Planners, Town Administrator

- Ms. BuChans Town Planner reviewed the memorandum presented to council from Mr. Hill requesting parking waiver for the Historic district. Mr. Olivier has a proposal for redevelopment of the property located at 3 N Main Avenue.
- The project is a Two-phase project, the 2nd phase is construction an additional 1400 sq ft to the existing structure, the expansion will require additional parking, the additional parking would be an additional five parking spaces.
- Ms. BuChans stated the building is not an historic building, but is located in historic district. Planners consider the project request to be justified.
- Mr. Olivier responded to questions from council, the Mural would remain. The plan includes a Doctor on site, clarification the Doctor will be consultation only. The rear entrance will have a handicap parking space. Landscaping will be included with a pocket park.
- Council Member Bastardi expressed concerns to consider the undeveloped properties on main and that traffic stacks at the light.
- Mr. Olivier commented there is a possible encroachment of 1.5 feet, which is the mural wall that is encroaching town property.
- Council Member Royce stated the encroachment should be addressed separately at a later time.
- Council Member Bastardi inquired how water retention is going to be handled.
- Mr. Olivier stated there is a retention area allowed for in the plans.

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve the waiver on the required parking of five parking places. **Roll Call Vote:** Yes- Royce, Worley, Tuck No- Bastardi , Motion Carried. (Approximate Hour/ Minute 1.35.46)

B. Town Attorney

1. Tangerine Avenue Improvement (Approximate Hour/ Minute 1.37.41)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator

- Mr. Harris informed council that the Smoak family is willing for the town to purchase the 20 feet of right-of-way needed for the Tangerine Avenue improvement in the amount of \$30,000.
- Two-step process, request council approval purchasing the right of way needed for the project, secondly request council approval of the Interlocal Agreement between the Town of Lake Placid and Highlands County for the North Tangerine road construction.
- Council discussed the two alternatives included in paragraph 4 of the Interlocal Agreement. There was a consensus among council preferring the county engineer to design a roundabout as previously discussed for Heartland and Tangerine.
- Council discussion on the purchase of the right-of-way that having the right-of-way even in the event that the project did not move forward would remain beneficial to the town in the future.
- Council Member Royce expressed appreciation to the County Engineer for putting forward this project for state funding. The road does belong to the Town at this time, spending the \$30,000 to purchase the right-of-way allows the project to be completed the right way. In addition, the Town will request the County to take over the road for maintenance after construction is completed.
- Council Member Bastardi commented that the purchase of the right-of-way could be contingent of the county receiving the grant funding.
- Mr. Harris stated that there is no guarantee written in the agreement in the event the grant is withdrawn by the state as pertaining to the purchasing of the right-of-way.
- Discussion on section paragraph 4 a & b, in reference to the traffic circle in the Interlocal Agreement. Removing the alternatives and only include the county engineer designing the road to accommodate a roundabout even in the event it could not be put in at the time of reconstruction.

Motion – Moved by Council Member Tuck, seconded by Council Member Worley, to approve to purchasing the right of way from Smoak for \$30,000, and thanking the Smoaks. **Roll Call Vote:** Unanimous approval (Approximate Hour/Minute 2.05)

Motion – Moved by Council Member Royce, seconded by Council Member Worley, to approve moving forward with the Interlocal Agreement between the Town of Lake Placid and Highlands County in reference to the North Tangerine road construction, and within the Interlocal agreement paragraph 4 to strike “Two Alternatives”, and shall included the points 1, 2, and 3. **Roll Call Vote:** Unanimous approval (Approximate Hour/Minute 2.08)

C. Town Administrator

1. **Approval of RPAC request for partial funding (50/50) of recreations projects:**
 - 1) **Retrofit existing recreation facility spectator benches with safety backing (approximate cost \$14,000);**
 - 2) **Temporary fencing to qualify the Lake Placid recreation ball fields for softball tournaments (approximate cost)** (Approximate Hour/Minute 2.08.57)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Planners, Town Administrator, Public Works Director Komasa

- Mr. Williams asked council to approve a request to RPAC to partially fund retrofitting the backing of the bleachers at Lake June Recreation facility as a safety item, and a request to include the purchase of temporary fencing. The estimated cost of the project is \$18,170.50, but will go out to bid.
- The funding would be a 50/50 split and the Town's portion would come from Recreation capital improvement funded by the user fees.
- The requested temporary fencing is required to attract tournaments. The fencing allows the changing of the field size for various types of play, for example, Softball requires a smaller size field. The fencing used in a way that they can be put up and taken down when needed.
- Council discussed the need to ensure that by bringing tournaments to the facility, which could cause an additional impact to the facility that significant funds come back to the recreation funds.
- Mayor Holbrook commented that each tournament would pay; in addition, the concession stand will also bring in revenue.
- Mr. Komasa commented that the tournaments generate revenue by renting the use of the fields out to the tournament organizers.
- Council Member Royce commented that the bleachers would be done because it is a safety issue, the fencing cost would come out of the user fees, but the fencing would not be purchased in the event that RPAC does not approve the 50/50 funding request.
- Mr. Williams informed council the Recreation Commission did recommend both projects.

Motion – Moved by Council Member Worley, seconded by Council Member Tuck, to approve the Recreation Committee recommended projects. **Roll Call Vote:** Unanimous approval (Approximate Hour/Minute 2.10)

2. Appointment of Town Council Member to the Tourist Development Council (Approximate Hour/Minute 2.24.10)

Discussion: Mayor Holbrook, Town Council, Town Administrator

- Mr. Williams presented a request from the Tourist Development Council (TDC) in reference to an open seat on the council.
- Council Member Royce stated that the TDC is asking if the Town is interested in putting someone forward to be considered by the BOCC to be appointed to serve on the TDC. Sebring has a seat on the council as required by State Statute, and currently Avon Park has a representative serving on the council.
- Council Member Royce said if no other council member was interested, Council Member Royce would be willing to be considered.
- Mr. Williams stated there is no requirement to have a representative from the town.
- Council Member Royce suggested following up and to see if the City of Avon Park is putting someone forward to be considered.

3. Paradise Village (Approximate Hour/Minute 2.28.06)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator

- Mr. Williams presented the latest agreement, which has been accepted and signed by the Paradise Village Representative.
- Mr. Harris suggested that the motion should be clear, that there are still items that the staff will still be working on prior to the final signing of the agreement.

- Council Member Royce requested confirmation if the Mayor, Town Attorney, Town Administrator, and Utilities Director are supportive of the agreement, that it is fair and in the best interest to the Town's Utility.
- Mayor Holbrook confirmed that after a lot of work on both sides he was in favor and considered it a good agreement.
- Council Member Bastardi commented he is not in support of the agreement, and feels that there were better ways to solve the problem. In addition, that in the agreement there was too much conceded to and that the Utilities Commission was in agreement.
- Mayor Holbrook stated there was give and take on both sides in the negotiation of the agreement.

Motion – Moved by Council Member Worley, seconded by Council Member Tuck, to approve to proceed with the agreement with Paradise Village. **Roll Call Vote:** Yes-Worley, Tuck, Royce, No-Bastardi. Motion Carried. (Approximate Hour/Minute 2.37)

4. Police Chief James Fansler – Emergency warning system for town

(Approximate Hour/Minute 2.37.30)

Discussion: Mayor Holbrook, Town Council, Chief Fansler Town Administrator

- Chief Fansler presented information to council to consider for next year's budget, which is a early storm warning system for the Town. An estimated proposal was included in the council agenda packet. The town does not currently have an early warning storm system.
- Council discussed the cost of the system as being expensive as well as other methods of storm notification, such as reverse 911 and working with the County Emergency Management.
- Mayor Holbrook suggested contacting other towns that have the warning systems, to contact Ft. Mead. Tabled for further information at a future date.

5. Code Enforcement Fine Mitigation

Discussion: Mayor Holbrook, Town Council, Town Administrator, Town Attorney

- Mr. Williams brought before council a code enforcement case involving nonpayment of the business tax for Last Call Computing. Last Call Computing has not paid for the business tax in the last two years. The case had been brought to the Special Magistrate and fines were placed and have been accumulating the fines are currently at \$5772.00. The owner of Last Call Computing claims he did not receive the registered letters and that his employee received the registered letters.
- Mr. Williams is requesting council to consider changing the ordinance to allow the Special Magistrate to have the authority to mitigate fines, or to lesson a fine.
- Mr. Harris stated that council does have the authority and final decision to mitigate fines.
- Mr. Williams recommended to council to approve getting a court order or what legal method is required to shut down Last Call Computing from doing business in the Town.
- Council Member Royce stated that the mitigation threshold be set high if the Special Magistrate was given the authority to mitigate fines.
- Mr. Williams informed council the ability to place a lien is not possible in the case of Last Call Computing, as the owner does not own the property or any other property. The other options are to take civil action to shut down the business.
- Council Member Royce requested confirmation that this business owner has been properly notified, is aware of what the consequences, and has done nothing to remediate the situation.

- Mr. Williams confirmed that the business was properly notified and has not tried to remediate the situation.

Motion – Moved by Council Member Royce, seconded by Council Member Tuck, to approve staff to proceed with any means appropriate to resolve the collection in full or the secession of the business from the town. **Roll Call Vote:** Yes-Royce, Tuck, Bastardi, No-Worley. Motion Carried. (Approximate Hour/Minute 3.06.44)

6. Enforcement of Ordinance 2014-674 Parking on Public Rights of Way (Approximate Hour/Minute 3.07.13.)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator

- Council Member Bastardi commented that this Parking Ordinance was intended to address parking issues in the Town, and does not believe the ordinance is being enforced. Throughout the town there can be seen parking on town right-of-ways. The ordinance put in place was to protect the roadways.
- Mr. Williams inquired whether this a law enforcement issue, giving examples throughout town that has parking in the right of ways.
- Chief Fansler stated that officers were at the Montessori school area for approximately one week informing the parents dropping off children, there is in parking allowed. In addition, stated that the parking ordinance is hard to enforce without any parking signs.
- Council discussed parking enforcement and parking issues, for example, the Town has alleyways that were utilized in the past as parking, much of those alleyways have been fenced off or closed, the cost of purchasing no parking signs and Mayor Holbrook commented there would be a problem for the town holding festivals. The Town would be required to put no parking signs.
- Mr. Williams commented that prior to beginning to enforce the ordinance to let council be aware and supportive.
- Council Member Royce suggested starting by placing informational/warning notices on vehicles letting them know that it is illegal to park in Town right of way.
- Mr. Harris suggested another way to protect the right-of-ways is to require driveway permits.
- Mr. Williams commented that there can be numerous notices, and then a ticket is written and it will be lost in court, due to no signage. Courtesy notices are a good start.
- Chief Fansler stated there would be a need for signage and additional help for enforcement.
- Mr. Barber commented that in other areas a typical requirement is for driving permits, the permits are for new construction, but does not address the old areas.
- Council consensus was to have the code followed and enforced.

CITIZENS NOT ON AGENDA (NONE)

Additional Comments:

- Phil Williams reported there have be approximately 15 applications received for the Recreation position and in addition there have not been any responses to the Consultants RFP as of yet.
- Council Member Worley suggested a thank you letter from the Mayor and Council to the girl scouts for adopting the park, in addition a letter to also thank Excavation Point for the work that was done along Main Avenue.
- Mr. Harris stated there are two thank you resolutions for Excavation Point and for the donation

of the trees along main street.

- Council Member Royce inquired on how the Police Department is handling Heather Mulligan's leaving.
- Chief Fansler replied that Officer Mullens is obtaining the necessary Code enforcement Training.
- Mayor Holbrook thanked the fair committee for the craft fair the previous weekend, and commented it went well.

7. AJOURNMENT (9:25 pm)

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:25pm

LAKE PLACID TOWN COUNCIL
Regular Meeting
3/9/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, March 9, 2015 at 5:35 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Cameron, First Presbyterian Church gave the invocation, and Carris Register lead the Pledge of Allegiance. A quorum was present.

5:30 P.M INVOCATIONS
PLEDGE OF ALLEGIANCE

5:35 P.M. Call to Order - Mayor John Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Police Chief James Fansler
Town Planner Susan BuChans
Town Planner Joedene Thayer
Town Planner Martin Fitts

1. CONSENT AGENDA 1

- A.** Approval of Agenda
- B.** Approval of Minutes of the regular meeting of the Lake Placid Town Council February, 2015
- C.** Approval of Department Head Reports
- D.** Approval of Departmental Financial Reports for the month of February 2015
- E.** Approval of all duly authorized monthly bills, less Royce Supplies and Hometown Network
- F.** Police Department surplus automobile
- G.** Approval proclaiming April 2015 as "Water Conservation Month"
- H.** Approval for Relay for Life to proclaim April 25, 2015 to be known as "Kaleidoscope of Hope Day"
- I.** Tangerine Avenue Interlocal Agreement with Highlands County amendment

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Consent Agenda 1 Items A-I. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

A. Approval of all bills for Hometown Network

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to approve Consent Agenda 2 item A. **Roll Call Vote:** Yes – Royce, Worley, Tuck, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Police Department Do the Right Thing presentation

- Chief Fansler Presented the Town of Lake Placid's "Do the Right Thing" first recognition to Daniel Taylor for returning \$100, which he had found. Seacoast one of the sponsors of the program helped present the award along with additional gifts, also donated by Cowpies, Dominos, Dr. Oxer, and the Blue Berry Patch.
- Council Member Worley requested other businesses to sponsor the program.

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS *(discussed after Item 5.C.5 .*

Discussion of Parking on Right of Way, reactivation of alleyways, and options for protecting town roadways (On Agenda by Councilman Bastardi))

A. North Triangle Properties – Ordinance 2014-690 Large Scale Comp. Plan Amendment LPTC.14.017LS

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners

- Mayor read by title 2014-690
- Town Planner Martin Fitts reviewed Staff Report detailing the request for a large scale comp plan amendment and Planned Development for the properties as described as the North Triangle Properties included in the Town Council backup material. The property owners have consented to annexation. The first hearing for annexation took place on December 8, 2014; the 2nd reading for annexation will be at a later date. There were no letters in favor or against. The Local Planning Agency recommended approval.
- Council Member Royce requested confirmation the procedures being used are following the normal process.
- Mr. Harris in response noted that the correct process is being used.
- Council Member Worley would be abstaining as the Council Member has a business relationship and family relationship.
- Council discussed the planned development Planned Development (PD) would come back to council as a completed PD addressing the details, for example the 50% residential component.

Motion: Move to approve the large-scale future land use map amendment Ordinance 2014-690 from Highlands County Medium Density Residential and Commercial to Town of Lake Placid Commercial-General and transmit to the Florida Department of Economic Opportunity for expedited state review. **Roll Call Vote:** Yes- Royce, Tuck, Bastardi Abstain Worley proper paperwork has been filed with the Town Clerk. Motion Passed.

B. North Triangle Properties – Ordinance 2014-691 Planned Development LPTC.14.018RZ

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners

- Mayor read by title 2014-691
- Council discussed that current Planned Development (PD) being considered is conceptual

and would be amended in the future, the land uses are outlined in the Staff Report Documents.

- Mr. Fitts responded to council discussion that development concept is all the possible uses on the property, prior to development the developer would come back to Local Planning Agency and council detailing the land uses.

Motion: Move to the approval and adoption of Ordinance No. 2014-691, amending the Town's Official Zoning Map from Highlands County Agricultural District and Residential District to Town of Lake Placid Planned Development with a Development Concept subject to the following conditions:

1. A conceptual site development plan will be required through an amended ordinance as reviewed by the LPA and reviewed and approved by the Town Council.
2. A final site development plan will be required to be reviewed and approved by the Town Council by Resolution. **Roll Call Vote:** Yes- Royce, Tuck, Bastardi, Abstain Worley
Proper paperwork has been filed with the Town Clerk. Motion Passed.

C. 1st Reading Ordinance 2015-695 Amending Section 26-260 correcting scrivener's error

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mayor read by title 2015-695 for 1st reading.
- Mr. Harris stated that a mistake in section 26-260 referencing 163.03(2) which should have been 162.03(2). In addition, correcting section 26-601 compromise orders, giving 2 different options for Council to consider.
- Council discussion included: changing language-giving authority to the Magistrate or Town Administrator. Mr. Williams stated he would prefer the authority for compromise or forgiveness remain with the Magistrate.
- Additional changes discussed by council and Town Attorney Harris; were to have the Magistrate make recommendation to Town Council based on the Magistrates ruling. The requestor for a compromise or Forgiveness to pay a \$100 application fee to cover the cost of holding a second Magistrate hearing to consider a compromise. The recommendation would then go to council under the consent agenda for Town council approval.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve 1st reading Ordinance 2015-695 and approving the alternate for section 26-601, removing the Town Administrator, substituting Special Magistrate. **Roll Call Vote:** Motion Withdrawn.

Motion - Moved by Council Member Bastardi; seconded by Council Member Royce, to approve 1st reading of Ordinance 2015-695 with changes as follows:

- 1) The Title will be corrected to reflect the appeals procedure
- 2) Adopt procedures that would allow the appeals be directed to the Special Magistrate upon filing an approved fee to be determined and the Special Magistrate to recommend to the Town Council for final action.
- 3) As well as the requester have the ability to appeal to the Town council on the Special Magistrates' recommendation.

Roll Call Vote: Unanimous approval.

D. 2nd Reading Ordinance 2015-692 Historic District Parking Ordinance

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mayor read by title on 2nd reading 2015-692
- Town Planner Sue BuChans stated that there is not a change in the use for the Pharmacy project.
- Council Member Worley stated the Historic District boundaries need to be expanded. In addition stated the ordinance should be tabled.
- Council Member Royce suggested moving forward with the ordinance and In response to discussion is in support of adopting the ordinance. In addition stated, that in the future to ordinance can be amended to expand the designated historic boundaries.
- Council Member Tuck suggested either passing or rejecting on second reading.

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, to table adoption of Ordinance 2015-692 **Roll Call Vote:** Yes- Worley, Bastardi, No- Royce, Tuck, and Tie Break Yes Mayor Holbrook **Motion Carried.**

- After Council discussion, Council Member Worley reconsidered the tabling of the ordinance to allow the Shamrock Pharmacy to move forward and revisit the designated historic boundaries later.

Motion - Moved by Council Member Worley, seconded by Council Member Royce, to reconsider adoption of Ordinance 2015-692 **Roll Call Vote:** Unanimous

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, to Adopt on 2nd reading Ordinance 2015-692. **Roll Call Vote:** Unanimous

E. 2nd Reading Ordinance 2015-693 Recreation Commission Amending section 5-21
Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mayor read ordinance by title 2015-693 on 2nd reading.

1st - Motion - Moved by Council Member Royce, seconded by Council Member Worley, to Adopt on 2nd reading Ordinance 2015-693 **Roll Call Vote:** Yes Royce, Worley, No- Tuck, Bastardi, Tie Breaker Mayor Holbrook No. Motion Failed.

- Mayor Holbrook would like it more defined area.
- Mr. Harris stated changes in the language could be considered with another motion.
- Council Member Royce commented the recreation boundary be the Lake Placid Highlands County Recreation Benefit District, which is from Lake Josephine south.

2nd - Motion - Moved by Council Member Royce, seconded by Council Member Worley, to Adopt on 2nd reading 2015-693 with changes to the language of the ordinance to require commission appointments to reside within the Town or the Highlands County Recreation Benefits District as described in section 13-27 of the Highlands County code, **Roll Call Vote:** Unanimous

F. 2nd Reading Ordinance 2015-694 Watershed Advisory Board Amending section 5-62

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mayor Holbrook read by title 2015-694 for 2nd reading
- Council Member Royce confirmed that the ordinance utilizes the Township boundary.
- Mr. Harris stated the intent followed beginning at Josephine creek was from previous discussions.

- Mr. Harris in response to questions as it pertained to Council Member Bastardi's agenda item 5.C.5 addressing storm water and the Lake Placid Watershed Advisory Board that any changes to the ordinance presented to council must remain to the intended scope, which is the composition of the board.
- Council Member Royce commented that the council still controls the appointment of member of the board, depending on the mission the town council sets out.
- Council Member Worley updated council that Lake June project that benefits Lake June Point will be completed in 2017. Mr. Williams is working on getting funding for Lake Rachard and Ms. Fentress is still working on the Lake McCoy project.
- Council Member Worley resigned from the Lake Placid Watershed Advisory Board as Town Council Liaison.
- Watershed Advisory Board Member Fentress stated she was resigned from the Lake Placid Watershed Advisory Board.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to Adopt on 2nd reading 2015-694 as written. **Roll Call Vote:** Yes-Royce, Worley, Bastardi, No-Tuck, Motion Carried.

G. Resolution - Thank you 4-D Citrus & Sod and The Durrance Family

Motion - Moved by Council Member Worley, seconded by Council Member Royce, to approve adoption of the Resolution thanking 4-D Citrus and Sod and The Durrance Family, changing the date from January to March in the resolution. **Roll Call Vote:** Unanimous

H. Resolution - Thank you Steve Griffin and Griffin Trees

Motion - Moved by Council Member Worley, seconded by Council Member Royce, to approve adoption of the Resolution thanking Steve Griffin and Griffin Trees donation, with date correction from January to March within the resolution. **Roll Call Vote:** Unanimous

I. Resolution - Thank you Tal Rancourt and Excavation Point

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve adoption of the Resolution thanking Tal Rancourt and Excavation Point, with date correction from January to March and the donation amount. **Roll Call Vote:** Unanimous

J. Resolution - Thank you to JB Benton and Ridge Equipment Co.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of the Resolution thanking JB Benton and Ridge Equipment Co donation, with date correction from January to March within the resolution and the name correction. **Roll Call Vote:** Unanimous

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Presentation -Town Planners Proposed Roadway North Triangle Properties

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners

- Town Planner BuChans presented to council a PowerPoint on a proposed roadway design for the North Triangle Properties.
- Ms. BuChans responded that the property owners to the south have been included in the discussion on the proposed roadway design for the area.
- Council Royce commented that because the town is working with multiple property owners that the town obtain the rights of way from the property owners in advance.

B. Town Attorney (No discussion)

C. Town Administrator

1. CDBG Project Lake Blue Utilities *discussed after Item 5.C.3*

- Mr. Williams briefed Town Council on consideration to apply for a CDBG grant for Lake Blue Utility Lines, which are determined to be aging. Mr. Alday had recommended the Town pursue the CDBG grant through a partnership with Highlands County.
- Mr. Williams reported surveys are being conducted in the area to determine if the area meets the grant requirement as a low to moderate income area. In addition, does not foresee pursuing the grant unless this requirement is met. The investment of \$50,000 as a grant match and an additional \$50,000 up-front engineering study are other requirements to the grant.

2. Request for waiver of parking requirement (Ken LeBlanc) *discussed after Item 5.C.6*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners, Ken LeBlanc of the Cottage Company.

- Mr. LeBlanc of the Cottage Company, requested a parking variance for the Journal building a property recently purchased by the Cottage Company. A presentation along with material describing the proposed use for the property was given to council, along with a parking study prepared by Mr. LeBlanc. Proposed uses for property includes retail, restaurant and a farmers market. Currently has three proposed tenants, retail shop, a smoothie bar and restaurant. The property does match the proposed uses as confirmed by the Towns Planners. The retail shops do not require additional parking under Town code, but restaurants require the meeting of parking requirements as per town ordinance for potential to increased intensity of use.
- Mr. LeBlanc requested Town Council to approve a parking variance since the plans for the property include a restaurant.
- Mr. LeBlanc commented that when considering the analysis of the parking study that walking to a store or restaurant is part of Historic Downtowns.
- Council discussed the parking study completed by Mr. LeBlanc. It was noted that the analysis was done during the Towns peak season.
- Town Planner BuChans stated the project is located in the Historic Downtown, and council may grant the variance under the Historic District Parking Ordinance that was passed at this council meeting.
- Mr. Harris confirmed for council that the ordinance is in immediate effect, and council could approve the variance at this council meeting if desired.
- Mr. Harris confirmed with Mr. LeBlanc that the variance would be given for the property in its entirety. In the event Mr. LeBlanc sold a portion of the property that the parking issue would be required to be brought back to council. In addition, that the resolution include the legal description and the properties be treated as one property.
- Council Member Bastardi voiced concerns about including the towns parking for private business.
- Council Member Royce suggested that a baseline per frontage be developed for council to use when determining what an up charge be to a developer.
- Mayor Holbrook commented the vision presented is a plus and would like to see it move forward.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve a resolution to allow for the Journal Property to move forward by exempting the parking

requirement, to also include a legal description, and noting the that the properties are to be exempt by a combination of the proprieties. **Roll Call Vote:** Yes-Worley, Tuck, Royce, No-Bastardi. Motion Carried

3. Discussion on Gazebo (On Agenda by Councilman Worley) *discussed after Item 5.C.2*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Council Member Worley stated that Gazebo is being damaged by kids sitting on the railing, the railing is flimsily and more for decorative purpose. Recommended to obtain some ideas from a commercial company of what type of materials could be used that are more durable. In addition, pointed out that the covers for the plugs in the park are coming off and missing.
- Mr. Williams stated that the damage that is being done is not kids intentionally trying to damage but rather it is being done by sitting on railing, and skateboarding.
- Council discussed the problems as it pertained to the children hanging out at the Gazebo. Issues such as sitting on the railing, skateboarding, and bikes were discussed. Suggestions included signs no biking, sitting on rails, and skateboarding.
- Council Member Bastardi stated that the Gazebo should be fixed with the same materials as it is cost effective, that the Gazebo be closed unless rented for events.
- Mayor Holbrook commented that people have expressed the desire to keep the Gazebo open.
- Mr. Brantley commented that he has fixed Gazebo couple of times prior to events. Mr. Brantley stated the cost to fix the damage would be approximately \$200.
- Council requested Mr. Brantley report back to council a cost figure on a more durable material.

4. Discussion of Storm water (On Agenda by Councilman Bastardi) *discussed after Item 5.C.4*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Council Member Bastardi stated he requested to have the issue placed on the agenda is due to concerns on how storm water issues are addressed in the town. In addition, stated that he thought that the Lake Placid Watershed Advisory Board (LPWAB) was intended to be a storm water utility. Recommends to task the LPWAB to focus on the intermingle problems of the town and the LPWAB begin to focus on storm water issues and find the root causes. Council Member Bastardi further pointed out an area of storm water concern being the Lake Rachard area among other areas within the Town.
- Council Member Royce commented that it was his belief that the LPWAB was set up to take a broad view of Watershed issues.
- Mr. Howard a board member of the LPWAB commented that the first issues the Board dealt with were assisting in salvaging other projects with a lot of funding involved. In addition stated that the LPWAB has been working on a presentation to bring before the Town Council that does include some of concerns from Council Member Bastardi. He also stated the issues are complex, and compiling the necessary information to lay out a base map in order to identify the problem areas is difficult. Mr. Howard pointed out the LPWAB is trying to work with sources that are available, but to move the process forward the Town could hire a consultant which would be costly to the Town.
- Ms. Fentress addressed council stating that there is a difference in vision, as viewing the watershed that storm water is one focus but not the main focus. Ms. Fentress stated she will attend the meetings and still help if needed.

- Council Member Royce suggested moving forward to obtain additional board members for the LPWAB.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to approve advertisement for positions open on the Lake Placid Watershed Advisory Commission, to ask that the current members and former members make recommendations. **Roll Call Vote:** Unanimous

5. Discussion of Parking on Right of Way, reactivation of alleyways, and options for protecting town roadways (On Agenda by Councilman Bastardi) (Discussed prior to Item 4 Public hearings.)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mayor Holbrook suggested tabling the discussion to allow staff additional time to work on possible solutions.
- Mr. Williams stated that in order to have additional time to work with planning and staff on the parking issues and to get future inputs he was in agreement to pull Agenda Item 5.C.5 Discussion of Parking on the Right of Way.
- Council Member Bastardi expressed concern that as the town has received grants to improve the Towns Roads that by not enforcing the parking ordinance in regards to parking in the right-of-ways, and continuing to allow vehicles to pull on and off of the Towns rights-of-ways in the long term is going to degrade newly improved roads. Council Member Bastardi agreed that a workshop sooner rather than later would be appropriate.
- Council Member Tuck suggested a workshop be held to allow council to discuss the issue and in addition to give staff time to develop recommendations for council. Council member Tuck suggested holding the workshop on March 23.
- Mr. Harris requested additional time to work with staff, Central Florida Regional Planning Council (CFRPC) which is working on the Land Development Regulations (LDR's).
- Council Member Worley suggested council instruct the Lake Placid Police Department on how to handle the parking issue in the mean time.
- Chief Fansler commented that the public has been made aware, and that this was going to be eased into and was ticketing currently.
- Comments from the public included, agreement that a workshop on the issue was a good idea. The Women's Club commented that parking has been an issue as paving the parking area is not an option as the Town sewer is located there and would be impossible for drainage.
- Mayor Holbrook commented that developing a plan is good for everyone.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to Table the discussion until a workshop can be held. **Roll Call Vote:** Unanimous

Motion - Moved by Council Member Tuck, seconded by Council Member Bastardi, to approve to hold a workshop on March 23, 2015 at 5:30. **Roll Call Vote:** Unanimous

6. Sign ordinance discussion (Ken LeBlanc request to amend ordinance to allow sandwich signs) *discussed after Item 5.A.1*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mr. LeBlanc representing the Lake Placid Chamber of Commerce to a request to have

Town Council consider a change to the sign ordinance. Mr. Leblanc presented a list from of the Lake Placid Chamber of Commerce of recommendations for the council to consider.

- Council Member Royce suggested staff to review and come back council at a later time with possible changes to the code, and council can either accept, reject or amend the code.
- Mr. Williams commented that backup documentation was not supplied prior to publishing the Agenda which included Mr. Leblanc's request for - Sign Ordinance and other items discussions. Mr. Williams stated that backup materials to be presented need to be supplied no later than Wednesday prior to the Town Council meeting.
- Council Member Bastardi commented whether signs would be on public property and this could become a safety issue.

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, to approve Staff to review the recommended list from the Lake Placid Chamber of Commerce and to bring back to council with Staff recommendations. **Roll Call Vote:** Unanimous

7. Tomoka Heights Driveway Repair *discussed after Item 5.C.8*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Utilities Director

- Mr. Barber reported to council on a situation in Tomoka where the Utilities did a repair underneath a driveway, the driveway was repaired. The Town has received a request by an invoice from the homeowner for \$1000 to repaint the decorative finish. Mr. Barber stated this was placed on the agenda for Information at this time. Mr. Barber reported that meetings with the County Engineer and Central Florida Planning Commission to develop recommendations for council.
- Council Member Bastardi commented that the Lake Placid Regional Utilities discussed the issue. In addition, stated that concern at what extent the town is responsible for when repairing town easement effecting homeowners.
- Council discussed enacting a policy in the future in regards to the Town easements and to repairs to the easements.

8. Introduction Benjamin Fochtman Recreation Supervisor Candidate *discussed after Item 5.C.11*

- Mr. Williams introduced Mr. Fochtman as one of the candidates for the Recreation Supervisor position.
- Mr. Fochtman introduced himself and discussed his background with council.

9. Town administrator report re consultants

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mr. Williams reported that the Consultants RFP has resulted in fifteen responses, in addition, the ranking committee will be completing review and ranking of the proposals on March 24th, 2015.

10. Green Dragon right of way property acquisition of School Board Property *discussed after Item 5.C.1*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- Mr. Williams stated that the Small County Outreach Program (SCOP) grant to repave Green Dragon is moving forward with a meeting with FDOT. In reviewing the area to be repaved It is noted that a portion of the parking area along the elementary school

appears to be School Board property. It is possible this portion of the roadway would not be included as part of the Grant as this area is not considered Town property. The Town Administrator requested direction from council on pursuing a request for the Highlands County School Board to deed the property to the Town.

- School Board Member Brantley commented that some discussion has taken place, and are ensuring by double checking survey that the property is actually school board property.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve staff to request the School Board of Highlands County to quick claim deed the property along the Lake Placid Elementary School to the Town. **Roll Call Vote:** Unanimous.

11. South Florida State College request to have flags on town lamp posts during 50 year anniversary *discussed after Item 5.C.2*

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator,

- South Florida State College celebrating the colleges 50th year anniversary requested approval from Town Council to hang flags celebrating the 50th year anniversary from the town lampposts.

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, to approve South Florida State College to hang the 50th Year Anniversary Flags from October 20, 2015 until November 10, 2015. **Roll Call Vote:** Unanimous

12. Discussion and presentation on SWFWM Permit *discussed after Item 5.C.10*

Sf00A0 Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Utilities Director,

- Utilities Director Barber briefed the Town Council on the progress on the renewal of SWFWM water use permit. SWFWM has notified the Town after supplying SWFWM with the request for additional information, that SWFWM is not approving the request to maintain the permit use from the last permit cycle. Mr. Barber included in the backup material addition information on the issue. Mr. Barber requested direction from Town Council once the Town receives a draft notice of intent in which the Town has 21 days to respond.
- Mr. Harris informed council to request assistance the Water Management Executive Director and Elected Officials will be contacted.

Motion - Moved by Council Member Bastardi, seconded by Council Member Royce, to Authorize Mayor Holbrook to take steps required on the issue. **Roll Call Vote:** Unanimous

D.MAYOR/COUNCIL MEMBERS

- Council Member Worley requested the use of the Town Council Chamber in order for the CareerSource Heartland to work with the displaced employees from the closing of the Tower View Restaurant.

CITIZENS NOT ON AGENDA (NONE)

6. AJOURNMENT (10.29 PM)

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 10:29pm

**LAKE PLACID TOWN COUNCIL
Town Parking
Workshop
3/23/2015 5:30 PM
Town of Lake Placid
Town Hall**

Vice Mayor Ray Royce called the Town Parking Workshop meeting of the Lake Placid Town Council to order on Monday, March 23, 2015 at 5:35 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Cameron, First Presbyterian Church gave the invocation, and lead the Pledge of Allegiance.

**5:30 P.M INVOCATIONS
PLEDGE OF ALLEGIANCE**

5:30 P.M. Call to Order – Vice Mayor Ray Royce

Roll Call

Present

Council Member Ray Royce
Council Member Arlene Tuck
Council Member Steve Bastardi

Absent

Mayor John Holbrook
Council Member Debra Worley

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Utilities Director Joe Barber
Police Chief James Fansler
Town Planner Susan BuChans
Town Planner Joedene Thayer

1. Presentations and Discussion

Discussion: Vice Mayor Royce, Town Council, Town Attorney, Town Administrator, Town Planners and members of the public.

- Vice Mayor Royce, informed the public that the meeting is a workshop, and no decisions were going to be made.
- Council Member Bastardi expressed there is two areas of concern the first concern is the town has a storm water problem whereas water collects on the roads and properties in the Town and the second people pulling and off the public right-of-ways causing the edge of the roadways to crack and break off. In addition, Council Member Bastardi gave examples of areas with storm water which was Serenity Village and areas with both problems where parking on public right-of ways issues along Hibiscus.
- Council Member Bastardi commented that the town come up with policy how vehicles get on and off the road (right of way) causing damage which will also ensure the town is being good stewards of funding received through grants that of improved town roads. A development of

plan should be done, in the past to deal with some of the issues such as with runoff; residences have built berms, speed bumps in areas to try to control the storm water runoff.

- Council Member Tuck commented although she was in agreement with the issues that the workshop was solely to address parking issues. In addition, suggested since the Central Florida Regional Planning Councils (CFRPC) was already working on the town's Land Development Regulations (LDR's) the town should ask for recommendations on the parking issue.
- Vice Mayor Royce stated an ordinance known as the Bullard Ordinance was adopted to reflect the same LDR's as the County.
- Town Attorney Harris recommended to council that the CFRPC possibly review the parking and driveway ordinances, which have been developed over decades. In addition, stated that the ordinances may be inconsistent with each other and that the town develops a plan that works for a small town.
- Council Member Royce commented the Towns infrastructure adapt over time, for example Tangerine currently has more traffic as a result of the opening of Heartland Blvd cause traffic to flow from US 27.
- Council Member Royce mentioned that Mr. Williams was in the process of having Green Dragon resurfaced, adding the town continues to improve infrastructure.
- Harris- there will be a paved shoulder of the road. It cost more to do this type of construction. This takes a while because utilizing grant funds.
- Council Member Bastardi commented further that Town was developed as a Planned Development and in the 1920s and 30s was built with alleyways, over time the alleyways have been compromised or vacated, and to consider the alleyways as part of the solution of the parking issue.
- Town Planner Sue BuChans commented that parking is in various sections of the Lake Placid Code and a reassessment of the parking should be done.
- Comments and suggestions from the citizens included: Concern for community events as it relates to parking that the rules be put aside for Town events. To use ribbon curbing to stop the issue to solve the issue of the edge of roads breaking down and to install swells to address storm water. Address service companies such as lawn mowing companies that park temporarily in the rights-of-Way.
- Council Member Royce stated that provisions would be included to address the Towns local events.
- Mr. Reese discussed that the Lake Placid Women's Club cannot exist without the use of the parking area and were previously told the organization could not pave the parking area due to sewer lines. In addition, commented the problem is a drainage issue and to change no parking in the right-of-ways to no parking in the medians, in addition suggested angled parking.
- Mr. Komasa commented that North Magnolia did at one time have ribbing curbing but is now buried deep with years of asphalt otop.
- Terry Reese of the Lake Placid Women's Club requested the town contact the property owners prior to enacting parking requirements.
- Council Member Royce responded that the various options would be communicated to the property owners in the future, as the issues are addressed and on improvements of the public right of way.
- Mr. Williams commented there are properties throughout the town that shows that some property owners use the public right of way in a responsible manner while others do not.
- Council Member Royce in response to comments of service vehicles for example lawn-mowing services, that there could be an allowance for temporary service parking in the right of way.

- Council Member Bastardi commented in reference to the historic district if there is not enough parking the Town should build additional parking areas.
- Mr. Komosa commented that public works is investigating the creation of aprons along the sides of the road and recreating some of the alleyways.
- Council Member Bastardi commented come up with an equitable solution.
- Council Member Tuck commented that there will probably be many exceptions to the ordinance, and that residential properties should be the area addressed.
- Council Member Royce commented that the issue would be a public process in addition, expressed the public will be kept informed.

Vice Mayor Royce, hearing no objections, declared the meeting adjourned at 7:15pm

LAKE PLACID TOWN COUNCIL
Regular Meeting
Minutes
4/13/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, April 13, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Chief Fansler of the Lake Placid Police Department gave the invocation, and Zack Geitner lead the Pledge of Allegiance. A quorum was present.

5:30 P.M INVOCATIONS
PLEDGE OF ALLEGIANCE

5:30 P.M. Call to Order - Mayor John Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Police Chief James Fansler
Town Planner Susan BuChans
Town Planner Joedene Thayer

1. CONSENT AGENDA 1

- A.** Approval of Agenda
- B.** Approval of Minutes of the regular meeting of the Lake Placid Town Council March 9, 2015, Parking Workshop March 23,2015 and Town Council Special Meeting March 30, 2015.
- C.** Approval of Department Head Reports
- D.** Approval of Departmental Financial Reports for the month of March 2015
- E.** Approval of all duly authorized monthly bills, less Royce Supplies, and Hometown Network
- F.** Resolution #2015-5 Budget Amendment 2014-2015-CDBG - Lake Blue - Engineering cost
- G.** Proclamation "Municipal Clerks Week" May 3rd through May 9th, 2015

H. Proclamation May 2015 as “Motorcycle Safety Awareness Month in Lake Placid, Florida.”

I. Approval of Jaycees permit to sell alcoholic beverage at Caladium Festival 2015

J. Approval of BID for Recreation Bleachers of Gulf Coast Sports LLC

Motion - Moved by Council Member Bastardi, seconded by Council Member Royce, to approve Consent Agenda 1 Items A,C,E,F,G,H,J. **Roll Call Vote:** Unanimous approval.

Motion - Moved by Council Member Tuck, seconded by Council Member Bastardi, to approve Consent Agenda 1 Items A through H with correction to 1E excluding Hometown Network. **Roll Call Vote:** Yes- Royce, Tuck, Bastardi, Abstain – Worley. The proper paperwork has been filed with the Town Clerk. Motion Carried.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Consent Agenda 1 Items I. **Roll Call Vote:** Yes- Royce, Bastardi, Worley, No-Tuck, Motion Carried.

2. CONSENT AGENDA 2

A. Approval of all bills for Royce Supply

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Bastardi, Worley, Tuck, Abstain – Royce. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Police Department Award for “Do the Right Thing”

- Chief Fansler presented the Award for “Do the Right Thing” to Maria Gonzales. Donations came from, Quick lube, Blueberry Parch, Gate Petroleum and Renaissance Day Spa.

B. **Central Florida Regional Planning Finding of Necessity Study Results**

Presentation and Discussion: CFRPC Executive Pat Stead and Program Manger Eric Labbee, Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Pat Stead Executive Director of Central Florida Regional Planning Council,(CFRPC) and Program Manger Eric Labbe presented a PowerPoint presentation on a Community Reinvestment Act (CRA). In addition, updated Council on the progress for the “Findings of Necessities Study” conducted for the Town of Lake Placid.
- Ms. Stead pointed out that choosing the right time to implement a CRA is important if the Council decides to move forward. The timeline would be to complete the Findings of Necessity is set for May 2015 to complete the grant deliverables, move to developing a Redevelopment Plan based on the “Findings of Necessity Study.” The Redevelopment Plan could be funded with a Technical Assistance grant. State funding ability is expected possibly in May or June.
- Council discussed the CRA boundary included in the study, and that the area north of the town should be included in the boundary, this area is part of the “Lake Placid Growth Plan.” Council Member Worley stated the area presented in the study would not bring in enough taxable value and recommend the area slated for

development to the north to be included. The north area is expected to be annexed into the Town sometime in May or June.

- Ms. Stead responded to Council comments and questions
 - The Findings of Necessity Study is due to the state in May to comply with the grant timeline.
 - The adoption of the CRA Boundary would not take place until a Redevelopment Plan is completed, and Town Council approved.
 - The grant for the Redevelopment plan does not obligate the Town to approve implementing a CRA in order to receive the grant.
 - The Town could have the plan done by CFRPC even if a grant is not obtained.
 - The CRA is a strategic investment, taking into account the difference between assessed value and taxable value in selecting the CRA area.
 - In the event taxable values do not increase, the Town would be responsible for the administrative cost of the CRA, which includes the required Audit of the CRA and Reporting to the State.
 - There is time to change the proposed boundary although the Findings of Necessity Study would need to be updated.

C. FFY 2014-2015 Proposed CDBG

Presentation and Discussion: Guardian Corbett Alday, Polsten Engineering Roger Homann, Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Mr. Alday presented a power point outlining the progress of the grant application noting that this is the second public hearing for the proposed CDBG 2014 Grant application. The grant application will be ready to be submitted by June 22, 2015.
- Council discussed the proposed projects included in the CDBG application, including roads slated for repaving: Lakeview Street, Michigan Street, E. Belleview Avenue E. Phoenix, and storm water improvements in Serenity Village.
 - CDBG project paving of E. Phoenix Street. Mr. Williams commented the town had been continually patching E. Phoenix.
 - Mr. Alday stated the grant requires that the area for the project must meet the survey requirement and that must be in areas that have homes.
 - After continued discussion, Council was in consensus to continue to include paving E. Phoenix Street, as this would bring the pavement closer to the railroad tracks.
 - Council expressed concerns about the amount of water that runs off into Lake Rachard and that the CDBG storm water project does not cause a greater volume of water.
 - Council Member Royce voiced concerns that an exemption for the required permit by the South Florida Water Management District (SFWMD) would be obtained prior to the starting of the project .
 - Council Member Bastardi stated that a property owner in Serenity Village has indicated that there is a piece of property that he may be willing to donate to the town as a possible water retention area.
- Council Member Royce inquired in the event the Town chooses not to accept the grant, how does that effect the administrative fee.

- Mr. Alday responded to Council Member Royce's that there is no clause in the agreement covering the administrative cost of \$50,000 in the event that the town chooses not to accept the grant if awarded.
- Mr. Alday Guardian, Robert Homann and Chris Kay of Envisors Engineering responded to Council questions and comments:
 - The Stormwater project is an effort to protect the new lift station near Lake Rachard that is currently at risk. Mr. Homann noted that the project does improve the storm water quality, but will not cause a greater volume of water.
 - Mr. Kay stated conversations have taken place with SFWMD and were confident that a waiver for the permit could be obtained, because the project will improve the storm water quality that is going into Lake Rachard.
 - The engineers commented on the resident owner stating that using the property as part of the project to solve the stormwater issue would only solve approximately three percent (3%) of the stormwater water runoff.
 - If the council decided to remove some of the road projects in order to put more funding into the Serenity Village project, there would be an additional cost. Mr. Homann stated that the current project would solve an estimated ninety percent (90%) of the problem.
- Mr. Alday reviewed with council the CDBG proposed budget for the project.
- Mr. Alday recommended to Council to pass the resolution and that the town does have the option to turn down the grant if awarded.
- The Mayor read Resolution 2015-6 by title.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve proposed CDBG grant Resolution 2015-6 on condition of Southwest Florida Water Management District approval of an exemption for Lake Rachard.

- Mr. Harris stated the condition of approval of exemption was not needed in the motion. If the exemption was not granted the project would not move forward.

Amended Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve proposed CDBG Grant Resolution 2015-6. **Roll Call Vote:** Yes-Bastardi, Tuck, Worley, No-Royce. Motion Carried

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS

- A.** 2nd Reading Ordinance 2015-695 Amending Section 26-260 correcting scrivener's error

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Mayor Holbrook read by title on second hearing Ordinance 2015-695.
- Council Bastardi confirmed that the ordinance would give authority to the Special Magistrate to recommend a compromise order to Town Council under a Town Council consent agenda for final approval.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of Ordinance 2015-695 on 2nd reading as read by title amending section 26-260 correcting scrivener's error and to adopt compromise orders provision section 2 and 3 of the ordinance. **Roll Call Vote:** Unanimous approval.

B. Resolution of the Lake Placid Town Council Regarding Journal Plaza Parking(*removed from agenda, Previously approved by Council*)

No discussion removed from the as the item had previously been approved by Council

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Request that consideration be given to amending the Code of Ordinances to the Town of Lake Placid, Section 153-22 - Application for a variance, Paragraph (g) - Limits on variances, copy of section enclosed.

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners Sue BuChans and Town Planner Joedene Thayer.

- Town Planner Joedene Thayer presented a request for the town council to consider. The request is to amend the Code of Ordinances section 153-22 application of variance; paragraph g- Limits on variances. The change is being requested because of a recent request by Nu-Hope who has requested a variance from the setback requirements of the code.
- The Town Planners also are recommending that the Board of Adjustment/Local Planning Agency (LPA) power to hear and decide on variances. The current code limits the ability of the Adjustment Board to 35% from the district regulations.
- Council Member Bastardi was not in favor of allowing expansion of the LPA's ability to approve variances.
- Mr. Harris commented that he was in favor of changing the code to recognize zero lot line.
- Council discussion included
 - The request for a variance on the setback requirement in the town code for Nu-Hope.
 - The development of a defined historic district as a whole instead of dealing with each property individually.
 - To have staff develop a detailed map to make it easier to identify which rules apply to the properties within the historic downtown.
- Ms. BuChans discussed a Historic Uptown comprehensive plan be developed. In addition, commented on doing mapping, clarifying C2 zoning. Ms. BuChans clarified that the historic district was done on the last parking ordinance approved by Council. Town Planner's recommendation to move to angle parking within the historic district.
- Council suggested the Town Planners develop a map for the Historic District that would show the changes to the ordinance. The map of the historic district would assist Council indicating which properties fall into a defined ordinance would be beneficial.

Motion 1 - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve planning staff to develop and confirm a boundary of the historic district. **Roll Call Vote:** Unanimous approval.

Motion 2 - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve staff to make changes to the town code section 153-22 item G for Town Council consideration. **Roll Call Vote:** Unanimous approval.

Motion 3 - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve staff to make changes to the town code 154-26 changing the setbacks to zero base. **Roll Call Vote:** Unanimous approval.

B. Town Attorney (no comments or items on agenda)

C. Town Administrator

1. Lake Blue CDBG Interlocal Agreement with Highlands County

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Grant Administrator Corbett Alday, Guardian.

- Mr. Williams presented the Inter-local agreement to Council and reported that both the County Attorney and Town Attorney had reviewed the agreement.
- Mr. Williams commented that this was on a timeline working with the county.
- Mr. Williams clarified that Council had previously approved the engineering cost of \$50,000.
- Mr. Alday responded to questions and comments from Council:
 - The CDBG grant process and application will be the same as the Towns grant application process. The only difference is that Highlands County will be applying for the grant. The town will still need to meet the grant requirement for the ready to proceed points of \$50,000 for the engineering and the matching funds \$50,000 when the grant is awarded.
 - The administrative fee stated in the contract is \$50,000 to be paid to Mr. Alday grant administrator; the allowable amount allowed by the state for the administrative fee is 8% or \$56,000.

Motion- Moved by Council Member Worley, seconded by Council Member Tuck, to approve the Interlocal Agreement between Highlands County and the Town of Lake Placid for the CDBG grant application for Lake Blue. **Roll Call Vote:** Unanimous approval.

2. a. Alleyways discussion b. Journal Building c. Serenity Subdivision

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Council Member Bastardi requested the Towns alleyways be added to the agenda for as a point of discussion.
- Council Member Bastardi commented the reasons to open up the alleyways in the town and Council discussed and commented on various topics in reference to the town alleyways as a possible solution to the parking along the right-of-ways:
 - Alleyways owned by the town to be cleaned up and to possibly reacquire some of the alleyways that were vacated by the town in the past.
 - Owners that have alleyways to begin using as parking could alleviate the parking on the public rights of ways.
 - Property owners who have purchased a property with an alleyway are entitled to have use of that alleyway. Fences and various other things have obstructed a number of the alleyways in the town.

- Recommended staff locates the town alleyways and develops a map for the council to review that shows where the alleyways are located. It was also noted that the Town Planners might already have a map.
- Council discussed Serenity Village, which has privately owned alleyways. Historically the paving of the alleyway, which is laid over the utility easement, was done by the property owners a number of years ago.
- Staff was directed to locate the records pertaining to the Shives legal case that may have maps identifying the alleyways.
- This property could assist the towns stormwater problem. In addition property owner in Serenty Village and owns various other properties, and has shown some interest in working with the town to obatining some right of way.
- Recommended staff determine where the legal alleyways are located within the town that are not obstructed and could be paved. In addition, for staff to determine the utilization of the utility easement in Serenity Village is and could it legally be used as an alleyway.
- The availably of funding would be taken into account as it pertains to retrofitting the alleyways, the town would look to doing a few of the alleyways as a pilot program.
- Mr. Harris stated that a change to the current parking requirements for a specific defined area could be done. The change could address no parking on the right of way, if there is an alleyway available for the property.
- Mr. Barber in response to council, stated he was agreement with the engineers on the design purposes and that it would only be able to chatch a miniumual amount of the water, pertaining to property that could be considered as solution for the stormwater runoff problem in the area of Serenity Village area.
- Mr. Harris responded in reference to the Journal building alleyway that there are agreements in place and will check into how to handle the alleyway for the Journal building.

Motion- Moved by Council Member Royce, seconded by Council Member Bastardi, to approve requesting staff to bring a map of all existing alleyways and easements in Serenity Village to the Town Council, staff review the alleyways and identify alleyways that could be a test pilot projects. **Roll Call Vote:** Unanimous approval.

3. Bishop Park 25 Year Agreement with Highlands County Expiring – Discussion
 - Staff instructed to include on the May Agenda for discussion.
 4. Acceptance of consultants list from RFP REQUEST FOR PROPOSALS For Town of Lake Placid RFP # LP2015-01 Professional Services Library of Consultants;CAT-1: Architecture, CAT-2: Professional EngineeringApproval to proceed to contract negotiations with all firms on list provided
- Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.**
- Mr. Williams stated this item was added to the agenda to comply with the RFP's scheduled timeline as advertised, which said that the tentative list would be presented to the Town Council on April 13. Mr. Williams stated that he is

following the county's process. In addition, by the town accepting all the consultants that responded to the RFP, the contract negotiations would begin and be brought to Council for final approval. Mr. Williams stated that research shows that this is the best practice when handling these types of Consultant RFP.

- Council voiced concerns and discussed the differences on the ranking by each ranking committee member.
- Council Member Royce inquired how the town will choose which consultant to use.
- Mr. Williams responded the process to choose which consultant to use can be based on the size of the project.
- Mr. Barber recommended utilizing the firms based on the services the firm provides.
- Council was in consensus after discussion to move forward.

5. Gazebo renovation

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Mr. Williams stated that there were some concerns about whether there were any requirements according to the grant that funded the Gazebo in reference to the ability to close it. After researching with FDOT there is no stipulation that the Gazebo must remain open.
 - Mr. Williams requested direction from Council on the Gazebo.
 - Discussion included solutions for repairing and protecting the Gazebo from future damage.
 - Two estimates for repair were included: Delaney Fence \$10,647.61 and WW Lumber \$18,478.00.
 - Mr. Harris commented that Keep Lake Placid Beautiful had discussed and said the Gazebo could be fixed for approximately \$500 and to have signs done.
 - Fix the Gazebo with minimum investment and have nice no trespassing signs made.
 - Council Member Tuck stated there should be no parking on the grass unless there is a big event.
 - Council Member Royce recommended the Gazebo be closed unless rented for events.
 - Mr. Leblanc recommended having reinforcements called feet under the bottom of the poles, which would keep the railing from bowing.
 - Council Member Royce recommended fixing the Gazebo with a light material and include the reinforcement (feet) under the bottom of the poles.
 - Council Member Worley stated unless a stronger material is used the Gazebo should be closed. In addition, stated that there is an issue with the grass and noted that the rye grass is dying.
6. Utilities Director purchase of ArcGIS Standard software (change in amount stated previously)

Motion- Moved by Council Member Tuck, seconded by Council Member Worley, to

approve purchase of GIS for \$7500. **Roll Call Vote:** Unanimous approval.

7. FFY 2014-2015 Proposed CDBG (*discussion under item 3.C*)

D.MAYOR/COUNCIL MEMBERS

CITIZENS NOT ON AGENDA (None)

6. AJOURNMENT (10:35pm)

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 10:35pm.

LAKE PLACID TOWN COUNCIL
Regular Meeting
Minutes
05/11/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, May 11, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Haas of Memorial United Methodist Church gave the invocation and led the Pledge of Allegiance. A quorum was present.

5:30 P.M INVOCATION
PLEDGE OF ALLEGIANCE

5:30 P.M. Call to Order - Mayor John Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Police Chief James Fansler
Town Planner Susan BuChans
Town Planner Joedene Thayer
Town Planner Martin Fitts

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council April 13, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of April 2015
- E. Approval of all duly authorized monthly bills, less Hometown Network
- F. Approve appointment of Donald Ridgeway and Nelson Torres to the Recreation Commission.
- G. Approval of Jaycees use of Stuart Park on June 13, 2015 for their annual fireworks BBQ fundraiser
- H. Approval of Consultants Continuing contracts for Polston Engineering
- I. Approval of Consultants Continuing contracts for Craig A. Smith & Associates, Inc.
- J. Approval of Consultants Continuing contracts for GLE Associates, Inc.
- K. Approval of Resolution supporting Highway Park

- L. Approval of LPPD “Public Safety Ambassadors Program.”
- M. Adoption of policy for Appointment of Committee Members
- N. Approval of Consultants Continuing contracts for Morris-Depew Associates

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley approval of Consent Agenda 1 Items A through N. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

A. Approval of all bills for The Hometown Network

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Worley, Tuck, Royce, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Do the Right Thing Award

- Chief Fansler presented the May 2015 recipient for the Do the Right Thing Award (DTRT). Jarred Browning was nominated by his father, Rob Browning. Chief Fansler and Wendy Larson with Seacoast Bank, a partner in the program presented to Jarred Browning the Do the Right Thing Award plaque and gifts from sponsors of the program.

B. Keep Lake Placid Beautiful Quarterly Report

- Mr. Brantley presented the quarterly report for “Keep Lake Placid Beautiful” which was included in the Council Agenda Packet.
- Mr. Brantley and Council discussed Devane Park and what type of seed or sod to put in at the park.
 - The Ryegrass that was planted lasted approximately five months but will die out in the summer months. Mr. Brantley requested input from council on what would replace the Ryegrass.
 - Options discussed seed over the weeds that are currently there, kill the entire area and reseed which would be costly, or plant something other than Bahia.
 - Bahia typically has to go to seed, but in order for that to take place the Bahia has to be left to grow and cannot be mowed, which is an issue on the aesthetic look of the circle. The only option left would be to re-seed.
 - To over-seed what is there would cost approximately \$3276.00. To re-seed the entire circle would cost approximately \$6552.00 seed plus the cost of chemical and labor. Most of the labor can be donated, and Clarke Pest control would donate spraying the chemicals but would need to be reimbursed for the cost of the chemicals.
 - Council discussed sod options discussed were St. Augustine and Floratam which are high maintenance sods.
 - If the park area was brought all the way to dirt and seeded with Bahia it was noted that Bahia takes time to grow. Suggestions from council were to hand seed the areas that need it the most.
- Mr. Brantley reported the materials needed to repair the Gazebo can be expected to be received within the 2 to 3 months, and noted that repairs could be done but it would be close to the Caladium Festival.
- Mr. Brantley reported suggestions to what to replace the Holy Trees that were removed were to install potted plant polls.

C. Town Budget Report - Finance

- Ms. Osborne presented to council a six-month budget analysis for 2014-2015 and highlighted specific areas of the budget and council discussed.
 - Revenue for the Ad Valorem was received ahead of budget for \$486,000 out of the total expected revenue of \$593,580. In the next six months, the balance of \$107,580.00 is expected.
 - Expense: Three expense items are consistent over all departments, the town insurance, legal, and communication.
 - General fund items that are expected to need a budget amendment are Simplified which is software used to record annexations agreements and some ordinances to the Highlands County Clerk of Court. Code Book/Codification was budgeted last year, but the billing from the company was received and paid in the in the current fiscal year.
 - The General Fund is under budget by approximately 13%.
 - The police department is showing over 3% due to the purchasing of two vehicles, which were included in the budget but were purchased both at the same time.
 - Street Department showed under budget 28% but council to keep in mind that the CDBG grant close out has not been completed yet it is expected to close out in May and the appropriate expenses will be applied at that time changing the percentage.
 - Recreation is over budget by 8% this is due to the new hire salary of the Recreation Supervisor and additional maintenance items.
 - The Water Fund is under budget, but also as the same as the Street Department will be affected by the CDBG grant close out. The Water Fund is over budget due to overtime pay, vacation pay, and sick pay.
 - Waste Water is under budget.
 - Cemetery is under budget.
 - Sanitation is under budget.
- Council Member Tuck inquired how many lots have been sold at the Cemetery. In addition, Suggested that during the budget workshops to consider possibly placing the cemetery into the general fund, the Cemetery cannot sustain itself with the number of sales it is generating.
- Mr. Komasa stated that there have been four lots sold in the memorial section, and two lots sold in the traditional. In addition, there have been more markings sold this year and there were three lots sold in May. Mr. Komasa commented there is a concern and is working to keep expenses down.

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS (Hearing resumed after item 5.A.3)

A. First Reading Ordinance 2015-696 Repealing Section 153-22 (g).

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Mayor Holbrook read by title
- Mr. Harris gave an overview of the ordinance, which was in response to the request from the last Town Council meeting. Mr. Harris stated that after this was placed on the agenda Town Planner Ms. BuChans indicated that the intent was not to strike all of Section G from the code, but only address the 35% reference.
- Ms. BuChans informed Council the planners had prepared a presentation that detailed answers from staff that were requested by Town Council at the Last Town Council. Included in the presentation are two options for council to consider from removing the 35% from Section G or to keep Section G and add Section H. A variance request that is more than 35% would not go before the board of adjustments, but would be required to have the Town Council approval.
- Council Member Royce commented that the County along with the other municipalities in the county did not have the percentage restriction to the board of adjustment. Therefore,

the question before Council would be whether or not to keep the percentage restriction of 35% for the board of adjustments.

- Council Member Bastardi inquired what was purpose of the proposed change.
- Ms. Thayer responded that Nu-Hope is expanding and is requesting a variance on the setback requirement in the town code. Nu-Hope currently has a 20-foot setback on the front; the existing building is sitting on a zero front setback. In the event Nu-hope goes before the board of adjustments, they will end up with a 13-foot setback.
- Council discussed tabling the public hearing.
- Council Member Worley commented that the town had been working towards having the types of rules to work the same as the county, to keep things less confusing.
- Council Member Royce voiced concern that as council begins discussions, in reference to a historic district, that the process will take some time to work out the details and encouraged staff to have this ready for the next council meeting in order to address this problem for the short term.
- Council inquired if the Planners were ready to do the presentation.
- Council tabled the public hearing, and moved to Item 5.A.3 of the agenda.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, approval to table the First Reading Ordinance 2015-696 Repealing Section 153-22 (g). **Roll Call Vote:** Unanimous approval.

- Council re-opened the public hearing.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval to re-open public hearing for the previously tabled First Reading of Ordinance 2015-696 Repealing Section 153-22 (g) amending the ordinance to include Section H and the map as presented by the Town Planners. **Roll Call Vote:** Unanimous approval.

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Ken LeBlanc request to be on agenda to clarify intended use of Journal Building

- Town Attorney, Council, and Mr. LeBlanc discussed the requested changes to the previous Journal Building resolution passed at the last council meeting
 - Changes discussed: 3.b removing the word space, adding “and/or office or service establishments, except service stations and drive-in food or drink establishments, or any other activity allowed by present zoning” section 3.c adding “or any other activity allowed by present zoning”, striking in section 4 “this resolution and limited waiver shall be null and void. The property may be charged with”, add in section 4 “shall be made by the Town, and the new use shall be ceased until the zoning violation is resolved in the Landowners favor. If the Landowner fails to cease the new use within 5 business days of receipt of the notice of zoning violation, then and in that event, this resolution is null and void.”

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval to amend the Journal Plaza Parking Resolution, with the changes discussed. **Roll Call Vote:** Yes- Royce, Worley, Tuck, No- Bastardi

2. Alleyways discussion

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners Sue BuChans, Joedene Thayer and Martin Fitts.

- Mr. Williams presented a map that showed all the alleyways within the Town, the map was developed by Town Planner Mr. Fitts.
- Council Member Royce suggested staff determine which commercial alleyways can be improved, and which residential are viable alleyways that would serve a purpose and develop a pilot project to open up an area. Once that is done, the topic can be addressed at a later meeting.
- Council Member Tuck recommended staff review the alleyway map presented and color code the areas that staff recommends to address.

3. Parking discussion (discussion after Item 4.A tabled)

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator, Town Planners Sue BuChans, Joedene Thayer and Martin Fitts.

- Ms. BuChans presented options as requested by motions from the last Council meeting on April 13, 2015.
- Ms. Buchan and Council discussed.
 - Ms. BuChans pointed out the differences between establishing a Historic Downtown versus a Traditional Downtown whereas there are certain requirements to be designated a “Historic Downtown.” Town Planners recommended renaming the area as a Traditional Downtown as show in example Ordinance #1. In addition, Town Planner Mr. Fitts described the map (as well as other maps included in the presentation) as requested by Council. A reference map displaying the on-street parking, per ordinance 2015-692, which displays the district in the example ordinance #1.
 - Town Planners presented example Ordinance #2 and #3 to address Section 153-22, Item (g). Town Planners requested Council to consider removing the limitation from the Town Code of Ordinance or leave the Code as is. In addition including a new Item (h) allowing the Town Council hear zoning variances that are over the 35% deviation.
 - Council Member Bastardi expressed concern that the town is trying to fix one problem for a specific project, which could open up future problems with no continuity.
 - Council Member Royce commented that defining the areas will be a long process which will include a lot of input. Once the areas are defined a completed map would be included of the defined area to assist Council when approving variances, approval would be based on the map. In addition, recommended that Section H be added, to revise the ordinance to solve the issues for the near future, and continue to work to revise for the long term.
 - Council recommended to staff to include the front parcel of the industrial building along the circle on the map.
 - Council was in agreement to not use the Historic District option.
 - Town Planners presented example ordinance #4 which addresses the C-2, Limited Commercial Zoning District Section 154-26 of the Town Code. The C-2 currently requires at least a 20 feet front yard setback and 5 foot side yard setback. Town Planners requested Town Council to consider amending the code by allowing no front or side yard setback requirement in a defined area of the Town in the C2 zoning districts and provides for two options concerning the defined area. The 1st option is the adoption of a traditional downtown and the 2nd option A reference map is included in the draft ordinance showing the described in section three of the ordinance.
 - Ms. Thayer reviewed the options with Council; option 1 will likely be addressed later as it will involve further discussion. Option 2 recommendations from staff

as follows: Section 154-26, C-2 limited commercial amended to create (3):
Town Center: No Front or side yard shall be required where property is located within the Town Center. However, where adjoining property is in any residential zoning classification, there shall be not less than ten feet distance between the structure and the residentially zoned property line. (3) This Town Center, unless or until further defined, shall consist of every parcel with any frontage on either of the following roads: a) Main Street from the southern right of way of Observation Street to the northerly right of way of Poinsettia Street; and b) Interlake Boulevard from the west boundary of the South Florida State College on the south side of Interlake Boulevard and the west line of the School Board lands on the north side of Interlake Boulevard both running west to the railroad tracks. A reference map was included showing the described in section three of the proposed ordinance.

B. Town Attorney

1. Town Attorney Report

a) Update on Paradise Mobile Park easement negotiations

- Mr. Harris reported the agreement has one more issue to be resolved as it pertained to the easements access limitations. Staff has taken the position that there should be no limitation for access through the easement. Issue expected to be resolved by the next day.

b) Update on Jack Saceman property alleyway

- Mr. Harris reported the issue had been researched and reported that Mr. Saceman is ready to sign the easement as soon as Mr. Saceman receives relief on his building that is built within the alleyway. A determination of whether the relief for the alleyway was granted in the past or to readdress it now.

C. Town Administrator

1. Green Dragon Drive Construction

a) Contract with FDOT for funding

Discussion: Mayor Holbrook, Town Council, Town Attorney, Town Administrator.

- Mr. Williams presented for council's approval the Florida Department of Transportation (FDOT) Contract for the Small County Outreach Program grant, a resolution approving the agreement with FDOT and an Interlocal Agreement between the Town of Lake Placid and Highlands County for the County to reconstruct Green Dragon Drive.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve the FDOT contract with the state of Florida for funding of the Green Dragon Drive. **Roll Call Vote:** Unanimous approval.

b) Interlocal Agreement with Highlands County for reconstruction of Green Dragon Drive

- Council discussed the contract, section 7 and the last sentence, "The Town will assume the costs of Engineering design and construction costs over \$100,000 with the amounts being approved by Town Council when they become know." Council was in consensus to remove the last sentence of the section.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve the Interlocal Agreement between the Town of Lake Placid and Highlands County for reconstruction of Green Dragon Drive striking the last sentence in paragraph 7. **Roll Call Vote:** Unanimous approval.

c) Town Council Resolution approving the agreement with FDOT

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, to approve the Resolution approving the agreement with FDOT. **Roll Call Vote:** Unanimous approval.

2. Town Administrator Report

a) Update Bicentennial Park

- Mr. Williams informed the Council that Dr. Gissendaner now owns the property and there is no immediate need to move the park at this time.
- Council discussed getting a lease agreement with Dr. Gissendaner, the new owner of the property.

b) Update CDBG Grants

- The CDBG application for Serenity Village is moving forward, and the waiver for the South Florida Water Management District (SFWMD) permit for the project was expected.
- The County has approved the CAF committee for the Lake Blue CDBG application.
- Council Member Tuck inquired what the status is of the Tomoka water tank as it relates to upgrading per the agreement with the county.
- Mr. Baber stated that the county is aware that according to the agreement this is two years past due and the county is aware but sees no issue with this at this time. Mr. Barber stated that in speaking with the County Engineer Mr. Galverettee, Mr. Barber has recommended the town interconnect Tomoka to the Town system instead of building the tank.

c) Update recreation (Bleacher backs)

- The bleachers have been upgraded, the backs installed.

d) Update Gazebo Repairs

- Mr. Williams commented he met with Mr. Brantley, who has supports to use with the railings that seem to look like this will work, and will continue to get the Gazebo repaired.

e) Update Watershed Advisory Committee (No Applicants)

- There have been no applicants for the open seats on the Watershed Advisory Board; the positions have been posted for about two months.

f) Update Tangerine Round-about (Item included from HC Engineering)

- Is moving forward, a copy of the roundabout design was included in the agenda packet, which Mr. Williams informed engineering had already been approved by council.

3. Task order for US Water to assist with DEP Consent Order (Utilities)

- Mr. Barber requested approval of \$3000 task order for US Water to assist with removing the previous requirement to construct a grit chamber/splitter box for the South Waste Water Treatment Plant (WWTP). Mr. Barber stated it was his opinion and US Water that the size of the plant did not warrant the requirement of a grit chamber/splitter box being installed and that US Water stated they could assist in getting the requirement waived and that in the event they were unsuccessful they would not charge the town.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, approve the \$3000 task order for US Water to assist with removing requirement to construct grit

chamber/splitter box for the South Waste Water Treatment Plant, and if unable to remove the requirement, there will be no charge to the Town. **Roll Call Vote:** Unanimous approval.

4. Solicit Bids for Fence at Magnolia WTP (Utilities)

- Mr. Barber requested approval to seek bids for a new fence at the Magnolia Water Treatment Plant. The current fence is not in good shape; the fence posts have rusted at the base and needed replacement. Mr. Barber recommended an 8' fence with a barbed wire top be installed with an estimated cost of \$15,000.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve the solicitation of bids for a new fence at Magnolia Water Treatment Plant. **Roll Call Vote:** Unanimous approval.

5. Part-Time customer service position and retirement (Utilities)

- Mr. Barber requesting FRS retirement is allowed for the part-time position previously approved by Council by reclassifying the position as a permanent position. The position was intended as a permanent position. If the change were made, a budget amendment would be required for \$825.00.
- Council Member Worley was not in favor of approving FRS retirement for a part-time employee as it sets precedent for future employees.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to approve payment of FRS retirement for a part-time position. **Roll Call Vote:** Yes- Royce, Tuck, No- Worley, Bastardi, Tie-Break- Yes- Mayor Holbrook Motion Carried.

D.MAYOR/COUNCIL MEMBERS

- Council Member Tuck thanked Chief Fansler on the Right Thing Right Think Program for recognizing students not just based on academics.
- Council Member Worley would like Council to re-visit the possibility of purchasing the Church, stating that it is currently selling for a good price. In addition, would also check into the possible annexation of the property.
- Council Member Tuck requested the church property be placed on the next Town Council Agenda.
- Council Member Tuck informed Council that Ms. BuChans is applying for the position vacated by Mr. Hill and inquired if Council would be receptive to having a resolution in supporting Ms. BuChans for the position. Council was in consensus for a resolution supporting Ms. Buchan's application for the Development Services Director for the Highlands County Board of County Commissioners position.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of a resolution in support of Ms. BuChans application for the Development Services Director position for Highlands County. **Roll Call Vote:** Unanimous approval.

CITIZENS NOT ON AGENDA (NONE)

6. ADJOURNMENT (9:16 pm)

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:16 pm.

LAKE PLACID TOWN COUNCIL

Regular Meeting

Minutes

06/8/2015 5:30 PM

Town of Lake Placid

Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, June 8, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Haas of Memorial United Methodist Church gave the invocation and led the Pledge of Allegiance. A quorum was present.

5:30 P.M Call to Order - Mayor John Holbrook

INVOCATION

PLEDGE OF ALLEGIANCE

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Town Planner Joedene Thayer
Town Planner Martin Fitts

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council May11, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of May 2015
- E. Approval of all duly authorized monthly bills, less Royce Supply
- F. FDOT US 27 Lighting Agreement
- G. Approval for Henscratch Farms to hold wine tasting at the: The Lake Placid Morning Markets held once per month October 2015 through March 2016, Arts & Crafts Country Fair February 2016 and the Caladium Festival July 24th Through July 26 215.

Motion - Moved by Council Member Royce, seconded by Council Member Worley approval of Consent Agenda 1 Items A through G correcting the year from 215 to 2015 on item G . **Roll Call**

Vote: Unanimous approval.

2. CONSENT AGENDA 2

A. Approval of all bills for Royce Supply

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Worley, Tuck, Bastardi, Abstain – Royce. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. NONE

4. PUBLIC HEARING ORDINANCES AND RESOLUTIONS

A. CDBG 2014 2nd Public Hearing

- Mr. Alday of Guardian Community Resource management, Inc, Grant administrator for the town presented a CDBG 2014 public hearing discussing the projects that would be put forward in the CDBG 2014-2015 application for the Town. Which included:
 - Scope of work- flood and drainage improvements for the Serenity Village area, and repaving of streets at Belleview, Lakeview, Michigan and Phoenix.
 - 2014 CDBG-NR proposed budget.
 - Timeline for the project.
 - Mr. Alday requested public input during the hearing and stated was available for any questions on the projects included in the application.
 - Total town outlay of funds is \$100,000.
- Council Member Bastardi stated that as the storm water project moves forward to ensure that a discharge pipe is put in to handle erosion problems, in order to not create a hazard.

B. First Reading Ordinance 2015-696 Creating Section 153-22 (h).

Discussion: Mayor Holbrook, Town Council, Town Town Administrator.

- Mayor Holbrook read ordinance by title.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approval of first reading Ordinance 2015-696 creating section 153-22 (h) and map as read by title. **Roll Call Vote:** Unanimous approval.

C. First Reading Ordinance 2015-697 Amending and Restating Section 154-26

Discussion: Mayor Holbrook, Town Council, Town Town Administrator.

- Mayor Holbrook read ordinance by title.
- Council Member Royce commented this ordinance is a companion to 2015-696 the previous ordinance just adopted.
- Council Member Worley suggested that under number four, suggests allowing residential to live in work at the property.
- Council Member Royce informed staff that the number sequence in the ordinance needs to be correctly lined up.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval of on first reading Ordinance 2015-697 creating section 154-26 (h) and reference map as read by title. **Roll Call Vote:** Unanimous approval.

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Discussion of zoning for new properties being annexed into town. (Interlake Condo)

Discussion: Mayor Holbrook, Town Council, Town Town Administrator.

- Mr. Williams informed council about the Interlake Apartment Zoning Issue:
 - The zoning issue was brought to the attention of Interlake Apartments during the selling process of one of the apartments, the issue is that the building is zoned B3. The building was annexed into the Town, but it was noted that although it was annexed not all annexed properties go through a rezoning process. In this case annexed property remained the same as the county with no change.
- Council Member Worley stated she would be abstaining due to conflict representing the real estate client purchasing the condo.
- Town Attorney Mr. Harris comments on the Towns Annexation process and zoning process:
 - The \$1500.00 town application fee for rezoning has been waived in the past specifically to get specific property owners to annex into the town. This does not mean that council is obligated to waive the application fees for any other properties. Properties that are annexed into the town remain with the county uses until the town establishes its own use. Different cities and towns accomplish the rezoning and annexation differently. The City of Sebring utilizes a one Ordinance approach, combining the zoning and annexation into one ordinance, which Mr. Harris has been looking into.
 - Property comes into the town with the counties zoning, until the town changes the zoning.
 - In reference to the Interlake apartment the rezone has to happen with agreement by of all the property owners and not just the individual unit being sold. Most expensive is the application fee and survey.
- Ms. Thayer Town planner comments:
 - The condominiums are in a special situation, were built in the 1970's and were zoned commercial B3, grandfathered in as the condominiums, but could not change the use.
 - As the zoning is today if something happened or the property was 50% or more damaged the property could not be built as it is today as condominiums. Individual unites can be brought back to the use of condo.
 - In this case the in order to be rezoned, this would be done through a Planned Development (PD) according to how the Town handles rezoning.
- Council Member Royce stated there was no reason to not have a Planned Development (PD).
- Council Member Worley pointed out that the town brings the condos into the town limits into the counties use, and a planned development (PD) would bring the zoning into what the use for the property is currently. This would go before the LPA and before council twice.
- President of the Interlake Apartments Kimberly McMaman stated that it had been assumed the development was residential. In addition, stated that there is no commercial interest moving ahead for the apartments and that the by-laws stated no commercial allowed.

- Council Member Royce stated saw not any reasons to not wave the application fee.
- Robert Heton stated he is the buyer for the condo, that brought the issue to light.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approval to waive the Zoning and Land Use application fees and direct staff to initiate action. **Roll Call Vote:** Yes- Royce, Bastardi, Tuck, Abstain due to conflict- Worley. Motion Carried.

- other topic -
- Town Planner Thayer stated there were land use changes that have been completed on properties along West Interlake, there are currently three that have not been through the process, due to lack of response from those land owners.
- One of those properties has a potential buyer that wants to purchase and make a bed and breakfast and put two additional cottages at the property of 618 West Interlake Blvd. The annexation agreement that was signed, states there would be no charge for the annexation, no charge for the zoning, and no charge for the land use change.
- Requested a determination by council in reference to the properties as the owners now approach the planners to change use, does council require the planners to charge the appropriate fees.
- Town Planner Ms. Thayer response to questions from council:
 - There is not much of a difference in the land use that is currently being used for this property, there is already a home located on the property. There would need to be a commercial site development plan that would be required to come before council.
 - When property owners were offered the ability to have the annexation and rezone process fees waived in order to bring the properties into the town, there were no deadlines established for eligibility for the waiver.
 - The only PD that was presented to council as a detailed PD was Mr. Shives property, as a cabinet shop and given the development concept to develop future.
 - The breakdown of fees is \$1650,00 which covers the comp plan amendment and rezone plus the cost of advertisement.
 - In response to Council Member Royce, there is no additional cost as it pertains to the Interlocal agreement with the county for planning services.
- Council Member Royce stated that as it pertains to the request for this property, council is being asked to change the use that is not comparable to the land uses with the surrounding properties.
- Mr. Harris suggested waiving the application fee, but not the additional costs such as site development and any other costs.
- Council Member Bastardi voiced concerns that unlike the Interlake Condos issue, which was not caused by anything the Interlake Condos, had control over; this request is for a development change of use for the property and is not same situation. The council should think about whether fees should be waived in these and other cases.
- Council discussed whether to waive the fee.
 - There has not been a timeline or previously set for property owners to meet in order to be eligible for the waiver of the fees.
 - This property is already annexed.
- Council Member Royce recommended a letter to the remaining three properties be sent giving a limited timeline to be eligible for the town to accept waiving of the fees.
- Mr. Harris stated that this could be added to the next agenda or pass at this meeting.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, instruct staff to notify the three property owners along West Interlake Blvd that they have until July 31, 2015 to submit an application seeking a Planned Development (PD), rezone of property and land use

change in order to take advantage of the Town waiving of the application fee, and to also make it clear that all other costs associated with the proceeding, other than the application fee will be borne by the applicant. **Roll Call Vote:** Unanimous approval.

- Council Member Royce inquired of planning staff and legal staff if there were any open items left that need to be addressed in subsequential meetings. As the town works with other property owners for annexation that a defined timeline to be eligible for a town waiver of the fees.
- Town Planner Martin Fitts in response to open issue, informed council that there were two or three properties that still need to go through the zoning and land use process and two properties that went through the zoning and land use process but were not included in the annexation ordinance. There are currently other properties that have retained the county zoning and are remaining residential.
- Council Member Worley added that the Rosewood property that was annexed still retains the county zoning, and suggested that property be addressed the zoning into the town.

B. Town Attorney

1. Town Attorney Report

a) Update on Paradise Mobile Park(Completed and closed)

- The agreement has been signed and the \$90,000 has been received.

b) Update on Jack Saceman property alleyway (Review completed and shifted to Developer to initiate action)

Discussion: Mayor Holbrook, Town Council, Town Administrator, Mr Saceman.

- Mr. Harris stated this was put on the agenda for guidance from council.
- Historical and issue discussion:
 - Mr. Sacemans building did encroached on Town property. At the time, Mr. Sacemans was willing to give the town easement across the property.
 - The abandonment was never done. There was no recollection is to why the process was not completed.
 - Mr. Sacemans intent was to give property for a lift station; the town in turn was going to abandon the alleyway in order for Mr. Sacemans would be whole.
 - Council Member Worley inquired with the property appraiser's office and noted that the property does not fall into an area that the railroad is affected. The plat is east of the right of way, the understanding that the entire alleyway to Mr. Saceman under the original agreement.
 - A previous agreement was located and appeared to be open ended.
 - It appears legal possession was never obtained.
 - The two will vacate the property in exchange for the easement property.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, instruct Town staff to make the issue a key priority, to utilize all available Town resources, and personnel to get the matter of the alleyway behind the Journal building, near the Saceman property settled definitivaly in a timely manner. **Roll Call Vote:** Unanimous approval.

C. Town Administrator

1. Discussion on purchase of Church of Christ

Discussion: Mayor Holbrook, Town Council, Town Administrator.

- Council Member Royce stated that the Town had in the past, made an offer to Highlands Independent bank for the property, and received no response to the offer. Highlands Independent Bank under new ownership as Harbor Community Bank is looking for offers in the \$2-million range.
- Council Member Worley stated that as the bank is under ownership the town could offer \$1.5 million or at least \$1.3.
- Addressing the issue of the property not being within the town limits, it could be a stipulation in the contract to have the property annexed into the town. There are 7 acres for the utilities expansions.
- Council Member Bastardi expressed not in favor in purchasing the property in 2012 or now, the property is not in town limits, which would not allow town meetings to be held there. Town Hall should be located in the Town. In addition, by moving the police department to the new location did would not give a level of comfort to the business district.
- Council Member Tuck expressed support because currently the Town employees are having to work in cramped conditions. In addition, pointed out that there is file cabinets in the council chambers because of lack of space.
- Mr. Fricker a representative of the bank was available for questions. Mr. Fricker informed council that there have been two or three buyers that expressed interest in the property at the full price. The asking price is \$1,995,000, and added that he did want to keep the door open.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, approval to make a \$1.3 million offer to purchase the Church of Crist property under the same conditions of the last offer made in 2012. **Roll Call Vote:** Yes- Worley, Tuck, Royce No- Bastardi. Motion Carried

- Mayor Holbrook commented that if needed he was prepared to vote yes.

2. Discussion on using Business Tax Funds to hire Street Sweeper on regular basis (Councilman Worley)

Discussion: Mayor Holbrook, Town Council, Town Administrator.

Council Member Worley approached council on the possibility of purchasing a street sweeper with business tax funds.

- Discussion:
 - There is a lot of dirt along Interlake citing that the dirt is coming from the RCMA area and the School Board property. The area is dirt and periodically additional dirt is brought into the area.
 - Mr. Komasa is researching a street cleaner. In the past the streets are swept twice a year prior to the Christmas Parade and Prior to the annual fair. The cost each time is \$650.
 - Staff to contact the South Florida State College and Highlands County School Board and inform them that the town wants the issue resolved.

3. Budget Workshop Dates

Discussion: Mayor Holbrook, Town Council, Town Administrator.

- Dates for Budget Workshops were discussed, consensus for dates were June 23, 2015, August 13, 2015 and September 3, 2015

4. Utilities – Operator Coverage Contract

Discussion: Mayor Holbrook, Town Council, Town Administrator, Utilities Director.

- Mr. Barber presented for discussion the necessity for the utility to have a contract with someone capable of providing coverage in an emergency, or in a case of losing

an operator. In addition, noted that is difficult to find operators for the utilities. Mr. Barber suggested it would be beneficial to have a contractor read the plants one or two weekends a month to stay familiar with them, so they would be capable of operating the plants if needed.

5. Community Redevelopment Plan Application for DEO Grant Due

Discussion: Mayor Holbrook, Town Council, Town Administrator, Utilities Director.

- Mr. Williams stated there is another grant for a redevelopment plan, which is the 2nd step of the establishment of CRA.
- Seeking and if awarded the DEO grant to have a Town Redevelopment Plan drafted does not require the Town to establish the CRA.
- The Central Florida Regional Planning Council (CFRPC) will present to the Town during the summer with additional findings regarding the proposed CRA boundaries and the development of the CRA Plan.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval to move forward requesting CFRPC to seek the DEO Technical Assistant Grant and to continue in the exploration of a Community Redevelopment Plan for the Town of Lake Placid **Roll Call Vote:** Unanimous approval.

6. Snow Cone Business (Citizen Request to Speak)

- Mr. Williams stated that the Citizen was not in attendance for discussion.
-

Green Dragon Interlocal Agreement

- Mr. Williams requested to postpone discussion until next Council meeting.

7. Town Administrator Report

a) CDBG Grant Lake Blue

- The CAF meeting has taken place, and was presented to the Highlands County Commission. The application is almost completed.

b) Gazebo repairs and status

- The Gazebo has been repaired and reopened. Mr. Williams reported that the Chamber has requested the Gazebo stay open.

c) Drain field at Lake June Park

- There is an issue at the Lake June recreation looking into the issues. Raw sewage.
- Council Member Royce reminded that it is projected to take in approximately \$15,000 in users fees which was designed to capital repairs.
- Mr. Williams added that a cost analysis is also being done to see the cost effectiveness of possibly extending the waste/water lines to the facility.

D. MAYOR/COUNCIL MEMBERS

- Council Member Tuck thanked council and staff for condolences upon the passing of her Mother.
- Council Member Bastardi commented on the Snow cone business and parking on the right of way.

CITIZENS NOT ON AGENDA (Comments are to be limited to 3 minutes, unless a longer period of time is Permitted by the presiding officer or by a majority of the Town Council)

6. AJOURNMENT

LAKE PLACID TOWN COUNCIL

And

LPA

Joint Meeting

07/13/2015 5:30 PM

Town of Lake Placid

Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, July 13, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Mayor Holbrook gave the invocation and led the Pledge of Allegiance. A quorum was present.

**5:30 P.M INVOCATION
PLEDGE OF ALLEGIANCE**

5:35 P.M. Call to Order - Mayor John Holbrook

ROLL CALL:

Town Council

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Arlene Tuck
Council Member Steve Bastardi
Council Member Debra Worley

Local Planning Agency

Present

Chairman Hoz Compton
Member Jack Edgemon
Member Eddie Oxer
Member Ken LeBlanc
Member Michael Boley

Absent

Member Donald Clarke

Others Present

Town Administrator Phil Williams
Town Attorney Bob Swaine
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Town Planner Joedene Thayer
Town Planner Martin Fitts

1. CONSENT AGENDA

A. Agenda

Motion - Moved by Board Member Compton, seconded by Council Member Edgemon, approval of Consent Agenda Item A. **Roll Call Vote:** Unanimous approval.

2. PUBLIC HEARING

A. LPSP.15.001SP Preliminary / Final Landscaping and Irrigation Plan for the Journal Plaza and the Journal

Discussion: Mayor Holbrook, Town Council, Local Planning Agency, Town Administrator, Ms. Thayer Town Planner, and Ken LeBlanc Developer.

- Discussion:
- A movie night is part of the plans for the site, and would require putting trees on the street side and alley side of the property. The Proposed Landscaping presented using Elm trees, crape myrtle flowering trees, and additional flowers will be throughout the property.
- The types of trees for the project were discussed.
- Concern was expressed on utilizing crape myrtle, as this type of tree is barren four months out of the year.
- Mr. LeBlanc stated that there would be flower baskets to fill in the area.
- The developer commits to ongoing maintenance after approval by way of the Landscaping Certificate as required by town code.
- Code Enforcement is responsible to oversee and enforce the agreement via certificate of the developer.
- Developer requesting approval for two signs for the location, which is expected to have one restaurant and two-retail spaces.
- The signs that are being requested are allowed by the Towns sign ordinances.

Motion - Moved by Board Member Compton, seconded by Board Member Edgemon, approval of a Variance of the Landscape plan dated June 26, 2015, with the addition of the signs and approval of the irrigation plan. **Roll Call Vote:** Unanimous approval.

CITIZENS NOT ON AGENDA (NONE)

Additional Comments:

Mayor Holbrook informed council the Central Florida Regional Planning Council (CFRPC) is requesting a Joint meeting be held between the Town Council and The Local Planning Agency in order to present the Land Development Regulations (LDR), which has been drafted. Council was in consensus to have CFRPC presented a special Joint Meeting with the LPA on August 17, 2015

6. AJOURNMENT 6:00 pm

LAKE PLACID TOWN COUNCIL
Regular Meeting
Minutes
07/13/2015 6:00 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, July 13, 2015 at 6:00 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

6:00 PM Call to Order - Mayor John Holbrook

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bob Swaine
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Town Planner Joedene Thayer
Town Planner Martin Fitts

1. CONSENT AGENDA 1

- A.** Approval of Agenda
- B.** Approval of Minutes of the regular meeting of the Lake Placid Town Council June 8, 2015, and Town Council Special Meeting Minutes June 30, 2015.
- C.** Approval of Department Head Reports
- D.** Approval of Departmental Financial Reports for the month of June 2015
- E.** Approval of all duly authorized monthly bills, less Home Town Network
- F.** Appointment of Recreation Supervisor Daniel Lamarre to RPAC as Alternate Voting Member
- G.** Donation of \$200 to the Lake Placid Volunteer Fire Department
- H.** Interlocal Agreement with HCBCC on Green Dragon Drive construction
- I.** Appointment of Joe Barber Primary TAC Voting Member, Phil Williams Alternate TAC Voting Member to Technical Advisory Committee
- J.** Approval of Consultants Continuing contracts for Cool and Cobb Engineering Company
- K.** Approval of Consultants Continuing contracts for CivilSurv Design Group, Inc.
- L.** Approval of Consultants Continuing contracts for Singhofen & Associates, Inc.
- M.** Approval of Consultants Continuing contracts for Envisors

Motion - Moved by Council Member Worley, seconded by Council Member Royce, approval amending adding agenda 6.A.2 to include LPSP150.01SP. **Roll Call Vote:** Unanimous approval.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval of Consent Agenda 1 Items A through M. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

A. Approval of all bills for the Home Town Network Inc.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Royce, Worley, Tuck, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS (NONE)

4. BUDGET 2015-2016 / TENTATIVE MILLAGE

A. Tentative Millage Rate

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approval of 3.65 as the tentative millage rate. **Roll Call Vote: Unanimous approval.**

5. PUBLIC HEARINGS

A. Second Reading for Adoption Ordinance 2015-696 Creating Section 153-22 (h).

- Mayor Holbrook read ordinance 2015-696 for adoption on second reading by title only.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, approval and adoption of Ordinance 2015-696 creating section 153-22 (h) and map upon second hearing as read by title. **Roll Call Vote:** Unanimous approval.

B. Second Reading for Adoption Ordinance 2015-697 Amending and Restating Section 154-26.

- Mayor Holbrook read ordinance 2015-697 for adoption on second reading by title only.

Motion - Moved by Council Member Tuck, seconded by Council Member Bastardi, approval and adoption of Ordinance 2015-697 creating section 154-26 (h) and reference map upon second hearing as read by title. **Roll Call Vote:** Yes- Tuck, Bastardi, Royce, Abstain Worley. The proper paperwork has been filed with the Town Clerk. Motion Carried.

C. LPSP.13.002 Amended Landscaping Plan for the First Presbyterian Church

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, approval of LPSP.13.002 Amended Landscaping Plan for the First Presbyterian Church. **Roll Call Vote:** Unanimous approval.

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

1. Local Mitigation Strategy Plan

Discussion: Mayor Holbrook, Town Council, Town Administrator, and Mr. Fitts Highlands County Planner.

- Mr. Fitts Highlands County planner and Highlands County staff liaison to the Local Mitigation Strategy working group reviewed the updated Local Mitigation Strategy Plan. The current plan is set to expire August 12th. The plan is a multiple jurisdiction plan, which must be adopted by each district to be eligible for assistance from FEMA.
- Mr. Fitts stated that a resolution from the municipalities is required to finalize the plan.

- Council Member Bastardi inquired whether there are was any requirements within the plan that would cause Town funds to be expended.
- Mr. Fitts stated there are no current funding requirements in place, but any grants that come forward could come back to the town to approve matching funds if needed.
- The Plan is being brought before the Highlands County Board of Commissioners on July 21, 2015.
- Council Member Royce inquired whether there is an anticipation of changes to the plan by the Board of County Commissioners.
- Mr. Fitts commented that historically there were not any changes made by the Board of County Commissioners.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, approval of the Local Mitigation Strategy Plan in concept and direct staff to prepare a resolution for council for approval. **Roll Call Vote:** Unanimous approval.

2. LPSP.15.001SP Preliminary / Final Landscaping and Irrigation Plan for the Journal Plaza and the Journal.

Discussion: Mayor Holbrook, Town Council, Town Administrator, and Ms. Thayer Town County Planner.

- Council Member Bastardi expressed concerns in reference to outside movies being shown and that care is taken that any town code addressing noise be adhered. In addition, the alleyway behind the journal building is addressed.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approval of a Variance of the Landscape plan dated June 26, 2015, with the addition of the signs and approval of the irrigation plan. **Roll Call Vote:** Unanimous approval.

B. Town Attorney (NO ITEMS)

C. Town Administrator

1. Bishop Park Discussion

- Mr. Williams requested direction; the Interlocal agreement with the county will be expiring in February.
- Council Member Royce suggested setting the Interlocal agreement to become a five-year agreement.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, approval to amend the Interlocal Agreement with the County for Bishop Park to be a Five Year agreement with automotic renewal unless action. **Roll Call Vote:** Unanimous approval.

2. Auditors discussion

Discussion: Mayor Holbrook, Town Council, Town Administrator, Town Attorney Mr. Swaine, and Ms. Osborne.

- Mr. Williams reviewed with council the Auditors and the issues of the Audit not being completed on a timely manner, causing staff to receive the audit at the last minute prior to the June 30 requirement to have the audit accepted by council. The engagement letter stated the audit would be completed by May 31, 2015.
- Ms. Osborne confirmed that in the event the audit did not make that deadline, this could have been a problem with the Grants for the Town. The town's books were closed by April.
- Discussion Included:
 - The Towns expressed dissatisfaction on the untimely completion of the Audit.

- A letter to document the issues putting the auditors on notice expressing that the town contracted with them to conduct the audit, and the town is disappointed with their performance, listing out the reasons. In addition, based on these reasons the Town has lost confidence in their ability to conduct the town's audits.
- Staff to ensure there is not a contractual obligation with the auditors prior to moving forward to possibly engaging in a search for new auditors through the Request for Proposal Process.
- The auditors informed Ms. Osborne, that a review of the Audit to council and staff is not within the scope of work due to the amount the Town pays for the service.
- Ms. Osborne requested a copy of the contract from the auditors, and has never received a copy.
- Ms. Osborne commented that to do an RFP at this point the time is short due to the next audit getting close to having to be done.
- Mr. Swaine suggested due to the tight timeline if the town determined there was not contractual obligation to the auditors and was able to move forward with Request for Proposal (RFP) that council could establish the Audit Committee as required.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, approval directing Town Staff to determine the Town's obligation to Mauldin & Jenkins in regards to remaining period of time of the Town's audit engagement. If staff determines there is no further obligation to the firm, staff will start the process of issuing a new RFP for auditing services after execution of the demand letter. **Roll Call Vote:** Unanimous approval.

- Council Member Royce responded the intent of the motion is that if there is determined that the Town has a contractual obligation that a letter stating non-performance by the auditors.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approval establishing a Audit Committee to include the Mayor, Town Administrator and the Financial Officer. **Roll Call Vote:** Unanimous approval.

3. Sign ordinance changes (Sandwich Signs)

Discussion: Mayor Holbrook, Town Council, Town Administrator, Town Attorney Mr. Swaine.

- Discussion:
 - Staff was instructed in the past to work with the Lake Placid Chamber of Commerce in regards to sandwich signs and is requesting direction in regards to the Sign Ordinance changes about sandwich signs.
 - Mr. Williams suggested while council considers changes to the sign ordinance, to consider changes that would lead to clarification for code enforcement.
 - Inquiries into the Town's insurance company in reference to what liability might affect the town in regards to the signs; PRM has no restrictions, but recommended a hold harmless agreement be obtained.
 - Council Member Bastardi commented that in the event the signs are on private property and not on the public property would see no problem with the signs but only if on the private property and not the town's property.
 - Council discussed various concerns and portions of the proposed wording of the ordinance. The wording on the sign should be business specific, although it was noted that legal would need to take look as there may be legal issues when requiring specific wording. Staff to check the wording is specific and clear for example as "a licensed nonprofit event" this should be defined, pertaining to sign permits.

- Mr. LeBlanc confirmed that the sizes of the sidewalks are not big, but stated there are some areas that signs could be placed on private property.
- In addition, wording should begin to shift from utilizing the term Historic District to Traditional District throughout the Towns Ordinances.
- Staff to continuing working on a proposed ordinance and bring back to council at a later time.

4. Pump purchase for Highway Park WTP

- Mr. Barber commented this is an emergency purchase for a jockey pump at Highway Park water plant and there is not enough time to put the pump for bid.

Motion - Moved by Council Member Worley, seconded by Council Member Bastardi, approval to waive the BID process requirement due to emergency and replace the pump for Highway Park WTP from the water capital account in the amount of \$15,096.78. **Roll Call Vote:** Unanimous approval.

D. Project updates

1. Saceman Alleyways

- Mr. Williams informed council that Mr. Saceman was not currently in Town and he will work with Mr. Saceman upon his return.

2. Alleyways

Discussion: Mayor Holbrook, Town Council, Town Administrator.

- Mr. Williams commented to council that there are current established alleyways in the town, and before researching vacated or obstructed alleyways that the town work on the current alleyways are in need of maintenance.
- Council Member Worley commented on her property whereas there is an alleyway that has been fenced off precluding access to her property.
- Council Member Bastardi suggested clean up alleyways that have violations such as blocking public right of ways, on existing alleyways and take immediate action.
- Council Member Worley will work with Mr. Williams on a procedure to address the issue and bring suggestions back to council.

3. Water line to North Triangle Properties

- Mr. Barber reported the extension has been installed and meter set up is being done. Department of Environmental Protection (DEP) will be paying for the Homeowners to connect to the extension.
- Council Member Royce requested confirmation that these property owners would become new customers, and annexing into the town.
- Mr. Williams stated that annexation consents have been signed contingent on the move forward of the north triangle properties.
- Council Member Royce commented that the North Triangle properties are moving forward.

4. Church of Christ Purchase

Discussion: Mayor Holbrook, Town Council, Town Administrator.

- Mr. Williams stated the \$1.3 million offer was submitted to the bank; the bank did not consider the offer.
- Council Member Worley stated that the Town does not have a sufficient place to hold meetings and discussed the purchase of the Church to move forward suggesting an offer of \$1.5 million. In addition, stated that the current tenants of the church have indicated interest to continuing to remain tenants in the event the Town purchases the church. Suggested get all contingencies handled prior to submitting the offer.

- Council Member Bastardi expressed concerns that a process has not been followed to determine what the needs are prior to making an offer.
- Council Member Worley expressed that it will be hard to find a property or ability to purchase for a ready building for \$1.5 million.
- Council Member Royce stated he is not interested in proceeding with the purchase of the church and suggested a needs analyses be done.
- Council Member Tuck stated staff should find out how much space is needed. In addition, stated that she was not in favor of expanding the current building, due to the age of the building. The employees are in need of space to work.

Motion - Moved by Council Member Worley, to approve to purchase the property for \$1.5 million with all real and tangible property owned by the bank is included, prior to submitting the offer determine the financing, closing costs, tentatively approved without any issues, to obtain the annexation agreement from the Paul family, inspect the property with no due diligence contingency and the town manager to enter into an agreement of not less than \$2000 per month with the current tenant for a period of not less than 2 years contingent upon town acquiring building.

Motion Failed due to the lack of a second.

5. Storm water (NO Discussion)

6. Parking on right of ways (NO Discussion)

7. Budget 2014-15 (Proposed Pay Scales)

Discussion: Mayor Holbrook, Town Council, Town Administrator.

- Mr. Williams requested input from council in reference to increasing pay for some of the lower paid employees. The numbers have been reviewed with department heads, and Mr. Williams commented that department heads were given the go ahead to adjust within their budget. In addition, that the proposed pay scales are contingent only if the budget allows for the pay increases.
- Mr. Williams stated the highest raise being proposed is for Mr. Barber who has done a good job. Mr. Barber has passed the test he was required to do. During the hiring process, it was discussed that he would be able to advance up to the approximately \$80,000 as his employment progressed.
- Consensus of council is to allow the department heads to develop their budgets within the parameters for available funding.

D.MAYOR/COUNCIL MEMBERS

- Council Member Tuck informed council of the required four-hour ethics training public records, Florida Sunshine laws and stated a good place to obtain the training was with the Florida League of Cities and is free. This is required to be done by the end of the year.
- Council Member Bastardi expressed concern on the violations still happening along the Town's public rights-of-way and enforcement is not happening.
- Chief Fansler replied that within the next budget the plan is to move a part-time position into a full time position to handle more traffic and parking enforcement.

CITIZENS NOT ON AGENDA (NONE)

7. AJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:02 pm.

LAKE PLACID TOWN COUNCIL
Budget Workshop
July 23, 2015, 5:30 PM
Minutes

Vice Mayor Royce called the Budget Workshop of the Lake Placid Town Council to order on Thursday, July 23, 2015 at 3:33 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

1. Call to Order – 5:33 PM Vice Mayor Royce

2. ROLL CALL
Present

Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Absent

Mayor John Holbrook

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Public Works Director John Komasa
Recreation Supervisor Danny Lammar
Chief Fansler

3. FY2015-2016 Budget Workshop

Budget Review by department and Discussion: Town Council, Town Administrator, Finance Manager Rachel Osborne, Utilities Director Joe Barber, Public Works Director John Komasa, Chief Fansler, and Recreation Supervisor Danny Lammar.

- Staff presented the proposed budget and budget discussions:
 - A balanced budget was proposed, there would be money to place in reserves.
 - Budget was lower due to there being no grant activity.
 - 2015/2016 grant activity will require a \$50,000 grant match for the CDBG.
 - General Fund Revenue General Fund revenue is close to the previous year's revenue, and the Sewer section of the budget no longer owns to the general fund the amount of \$100,000.
 - Fund Balance: no funds were needed to balance the budget.
 - Sewer Fund balance issue \$121,283. Council discussed possible ways to fix this area of the budget, encouraged the Utility Director to work to make the Sewer fund profitable.
 - Cemetery Fund, utilizing \$3525 from the fund balance. Council expressed concern in the lack of sales, disused various options, such as reducing the price for one year. Perceptual care should be seen as a long-term care fund. Council recommended that Mr. Williams and Mr. Komasa work to improve sales of the cemetery in order to increase the perpetual care funds. Mr. Williams commented that he would compare what other areas are currently doing.
 - Water/Sewer numbers have remained consistent.

- Sanitation in deficit fund balance, council discussed options, raising the bulk rate. Mr. Komasa commented there has been a reduction on the number of customers, currently there are 579 clients.
- Council Member Tuck commented that the having a Town Administrator has worked out well, and recommended the move forward on Town Charter change to go to Town Manager type of organization, which will need to go to referendum which can be done the upcoming election.
- Lake Placid Police Department, council discussed raising Chief Fansler salary and which would be well deserved. Council Member Tuck suggested bringing Chief Fansler to \$52,000 including Holiday Pay.
- Council discussed the county rights of way along Interlake Blvd and Main to determine why the town maintains the sidewalks and mows the county right of way. Council Member Tuck commented that there is a contract with the county that stated that from the curb on is the maintained by the town. Council recommends staff contacts the County Administration and inquire the reasons the town or other municipalities are maintaining enhanced county rights of way within the municipal boundaries.
- Streets and Roads- Mr. Komasa said the increase budget for streets is mainly due to a development of an aggressive strategy on road projects for the upcoming year and CDBG Grants that will include Hendricks, Michigan and working on bring the alleyways back to a better standard. Mr. Komasa discussed that the last two years \$20,000 was put away for purchasing a skid loader, and requested to remove the \$40,000 from the fund balance. Council Member Royce recommended reducing the street and road paving budget by the \$40,000 and then request funding from council when there is a real project.
- Recreation Budget- Mr. Komasa stated there is an septic problem at the Lake June restroom area, the estimate to fix is between \$6000-9000 and will be applying from RPAC for half approximately \$4500 and the remainder be taken from the user fees.

4. ADJOURNMENT

Vice Mayor Royce, hearing no objections, declared the meeting adjourned at 8:42 pm.

LAKE PLACID TOWN COUNCIL
Regular Meeting
08/10/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, August 10, 2015 at 5:31 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Town Attorney Harris gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Utilities Director Joe Barber
Public Works Director John Komasa
Chief James Fansler

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council July 13, 2015, and Town Council Special Meeting Minutes July 13, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of July 2015
- E. Approval of all duly authorized monthly bills, less Home Town Network.
- F. Approval of the Bicentennial Park Lease Agreement.
- G. Approval of HC/LP Interlocal Agreement for Planning Services FY15-16_Final
- H. Mayoral Proclamation for National Clown Week

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve Consent Agenda 1. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for the Home Town Network Inc.

Motion - Moved by Council Member Tuck, seconded by Council Member Royce, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Tuck, Royce, Worley, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Keep Lake Placid Beautiful Report (No Presentation)

4. Public Hearing

A. First Reading Ordinance 2015-702 Allowing Sandwich Board Signs

Mayor read by title only ordinance 2015-702

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-702
- Mr. Williams stated he worked with the Town Attorney and the proposed sign ordinance to include changes as discussed during the last Town Council meeting.
- Council, Mayor Holbrook, Town Attorney Harris, and Town Administrator Williams discussed recommended following changes to the sign ordinance:
 - Recommendation made to change the main section (number 9) to clarify the process used to request a sign permit. In addition, to have the sign permits expire at the end of each year on December 31st.
 - Have the sandwich sign permit applicant present a sign design, proposed location for approval by Town Council.
 - Nonfor profit organizations requesting sign permits, there should be clarification what type of nonfor profit the organization is.
 - In the event a sandwich sign is not available because the business does not have adequate space, the businesses could opt to have wall mount chalkboard sign. Wall signs are included in the ordinance.
 - No signs to be allowed in the public right of way. There should be a designated four-foot limit on the signs.
 - Staff to develop the areas in town that would allow for sandwich signs.
 - Suggestion to change the wording not to include “traditional downtown” in describing the areas in town where sandwich signs would be allowed.
 - In exchange for the sandwich signs, a chalkboard sign mounted to the wall of the establishment could be an alternative for areas that do not have the available space to place a sandwich sign.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approval to table Ordinance 2015-702 in order for staff to recommend the areas in town for the placement of sandwich signs. **Roll Call Vote:** Unanimous approval.

5. Resolutions

A. Resolution 2015-9 Adopting The Highlands County Multi-Hazard Local Mitigation Plan

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, adopting Resolution 2015-9 the Highlands County Multi-Hazard Local Mitigation Plan. **Roll Call Vote:** Unanimous approval.

B. Annexation Resolution 2015-10 of the Town of Lake Placid Happiness Farms

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, adopting Annexation Resolution 2015-10 of the Town of Lake Placid Happiness Farms. **Roll Call Vote:** Unanimous approval.

C. Annexation Resolution 2015-11 of the Town of Lake Placid Ibanez Properties

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, adopting Annexation Resolution 2015-11 of the Town of Lake Placid Ibanez Properties. **Roll Call Vote:** Unanimous approval.

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning (No Items or Discussion on Agenda)

B. Town Attorney (No Items or Discussion on Agenda)

C. Town Administrator

1. Charter Referendums

(a) Town Council Raises

(b) Town Administrator

- Mayor Holbrook requested council's opinion on compensation for council to be placed as a referendum on the next election. Also, stated that it had been about 25 years since anything had changed for council members.
- Council Member Worley agreed that compensation could be looked at but further suggested the entire Town Charter be reviewed to see if additional updates to the charter should be done.
- Council Member Royce commented that an increase in compensation if the structure of the council stayed the same, which would move forward for a pay raise for the Mayor. In addition, commented that caution be used when considering a change, as the compensation does not reflect the reasons to run for the Town Council.
- Council Member Tuck said that Mr. Williams's performance as Town Administrator has worked well and offered praise. Tuck also felt the Town Administrator position should be included in the town charter.
- Council suggested that town staff and council members should review the charter and discuss at the September council meeting.

2. Future Meetings

(a) 08/17/15 Land Development Special Joint Meeting

- Meeting rescheduled, September 21, 2015, as a special joint meeting Town Council and Local Planning Agency meeting immediately following the Town Council meeting for the adoption hearing of the 2015-2016 budget.

(b) Cancellation of scheduled budget workshop meetings 8/13/15 and 09/03/15

- Council confirmed with Ms. Osborne that there has not been any changes affecting the tentative budget since the last budget workshop; therefore, there was no need to hold the two additional budget workshops. Workshops were canceled

3. Grand Placid Village Inc. Properties

- Council Member Worley requested funds from the Town to assist in reaching out to the local residents of Lake Clay in regards to raising funds to purchase the property along Lake Clay off of US 27 and receive a concenses of the residents. The funds would be used for mailings and varous methods to gather the information.

- Council, Mayor, discussed the following points;
 - Suggested Council Member Worley prior to contacting the residents first to find out if the property owner wants to sell and what the asking price is.
 - In response to Council Member Worley requesting a commitment from the council that the Town in the event, the property was purchased by the Town that the Town will provide the maintenance of the property.
 - Council was in consensus that in the event the town was able to acquire the property the Town would provide the maintenance.
 - Mayor Holbrook stated a letter to be drafted that will state in the event the town does acquire the property that the Town would handle maintaining the property.

4. Approval of proceeding with annexations of properties described in Town Administrator 2015 report

- Mr. Williams presented to council properties with annexation agreements that are currently contiguous with the town and requested council's direction to move forward with the annexation of the properties.
- Council was in consensus for Mr. Williams and Attorney Harris move forward with the annexation of the properties.

5. Cartegraph Software - Operations Management System (Utilities)

- Mr. Barber presented a request to purchase an operations management system from Cartegraph. The cost of the software would be \$6221 per year for three years and \$10,000 for installation/configuration. In addition, Mr. Barber detailed for council the benefits allowing for pre-scheduling through a work order system will confirm that the work has been completed, and allow for tracking of deadlines more efficiently.
- Mr. Baber stated that the software could be utilized in other areas of the Town, indicating Mr. Komasa is interested in splitting the cost of the system.
- Council Member Royce suggested that Utilities purchase the software and bill the Public Works Department
- Council voiced concern that the software is cloud-based and have staff ensure the safety of the records retention and the agreement address how a separation of the company would take place.
- Council determined that due to the purchase of the software being over \$5000 then a Request for Proposal (RFP) is required to go for bid.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, approve staff to conduct a Request for Proposal (RFP) for Operations Management Systems Software. **Roll Call Vote:** Unanimous approval.

6. Small County Outreach Program (SCOP) Specific Appropriation for Rural Areas of Opportunity Grant 2015 Cycle (Discussed under D.6)

D. Project updates

- **Mr. Williams stated this section is to keep track and update council on projects that have been discussed.**
 1. **Saceman Alleyways**

- Mr. Harris commented that this is moving forward with Mr. Saceman. Title would has been done.

2. Alleyways (No Discussion)

3. Water line to North Triangle Properties

- Mr. Williams reported the waterline has been installed; DEP will be paying for the connection to the homes. This is a \$3000 benefit for the homeowners to connect, if a homeowner does not connect now they will pay the cost to connect later.

4. Stormwater

- Mr. Williams commented that Mr. Komasa is working on storm water issues in the town and has made progress.

5. Parking on right of ways (No Discussion)

6. SCOP Grant 2015 Cycle

- Mr. Williams reported to council this was the same grant that the town was awarded last year for the paving of Green Dragon. Mr. Williams stated that the grant this year is very competitive since the other local municipalities are also applying. Also, stated that after review of the road and is seeking council's support to apply for the grant for Interlake Blvd as the road that would most benefit from the grant.
- Mr. Williams in response to council did not believe Interlake Blvd was slated for Counties capital improvements project for 2016, but would check.

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, approve staff to move forward applying for the SCOP Grant for Interlake Blvd and to allow the Mayor to change the project in the case there is a need to become more competitive in applying for the grant. **Roll Call Vote:** Unanimous approval.

7. Project tracking system

- Mr. Williams reported he was currently working on some ideas to establish a tracking system.

8. Announcement – Collection Rate for Non-Ad Valorem Assessments - HC Tax Collector Zwayer’s office is reducing 3% collections charge to 1%. Estimated saving for town of \$2905.15 - \$968.73 = \$1936.42

7. MAYOR/COUNCIL MEMBERS

CITIZENS NOT ON AGENDA

- Mr. Wander inquired on the Lake Clay property and Town maintaining.

8. ADJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 7:15 pm.

MINUTES
LAKE PLACID
TOWN COUNCIL
Regular Meeting
09/14/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, September 14, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Town Attorney Harris gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Public Works Director John Komasa
Chief James Fansler
Town Planner, Sue Buchans
CFRPC Executive Director Director Pat Steed
CFRPC Planning/Admin Director Jennifer Codo-Salisbury

CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council August 10, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of August 2015
- E. Approval of all duly authorized monthly bills, less Home Town Network
- F. Approval of the 2015-2016-Town of Lake Placid Holidays and Meeting Schedules

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve Consent Agenda 1. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for the Home Town Network Inc.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Tuck, Royce, Worley, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Barktoberfest Stuart Bark Proclamation

- Mayor Holbrook presented a proclamation, regarding pet adoption and pet rescue.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Barktoberfest Stuart Bark Proclamation. **Roll Call Vote:** Unanimous approval.

4. Public Hearing

A. 1st Reading Ordinance 2015-698 Approval of 2015-2016 Millage.

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-698

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve 1st Reading Ordinance 2015-698 Approval of 2015-2016 Millage. **Roll Call Vote:** Unanimous approval.

B. 1st Reading Ordinance 2014-699 Approval of 2015-2016 Budget

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-699
- Council Member Royce commented the proposed budget presented had been accomplished by keeping the mileage rate the same.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve 1st Reading Ordinance 2014-699 Approval of 2015-2016 Budget. **Roll Call Vote:** Unanimous approval.

C. 1st Reading Ordinance 2015-700 Annexation Happiness Farms (Heard after 6.B.2)

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-700

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve 1st hearing Ordinance 2015-700 Annexation Happiness Farms read by title only. **Roll Call Vote:** Unanimous approval.

D. 1st Reading Ordinance 2015-702 Sign Code Amendment (Heard after 6.D.5)

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-702
- Council, Mayor Holbrook, Town Attorney Harris, and Town Administrator Williams discussed recommended changes to the sign ordinance including Sandwich Board signs and other changes:
 - Section #8 council inquired in regards to Obscenity, why the change to include “inside the building” of the business. The new wording was “outside and inside if visible from the outside (visible through a window)”.
 - Council Member Worley commented that there were businesses that could use Sandwich Signs.
 - Council discussed requiring the Sandwich board signs to remove at a specific time of each day, not to be left out permanently.
 - The consensus of Council was not to specifically include “Non-profit” in the ordinance.
 - Mr. Williams commented the Police Department has issued permits to non-profits in the past, but there is a need to define better as to what constitutes a true non-profit.

- In reference to abandoned signs, the code to include the requirement that if signs are visible from the outside of the building those abandoned business signs be removed.
- Sandwich signs, to allow one sign sandwich sign per business and exempt sandwich signs from being required to obtain a permit, and to not to allow signs on public right of way.
- Council Member Royce stated there are three issues, first whether to require a permit, second to allow the sandwich board to remain on the businesses property, and three not allowing sandwich signs on Town property. The signs should be taken in nightly, as the signs could be a safety hazard.
- Council Member Tuck recommended no charge for permitting but still have the applicant file an application with the town to keep track of the number of signs.
- Council Member Bastardi suggested having a Main Sign that belongs to the Town that can be used to indicate what events are being held in the Town.
- Council Member Bastardi expressed concern that the sign ordinance and sandwich sign change would not be enforced, therefore, expressed he could not support the ordinance.
- Ken LeBlanc commented that he would rather see the restaurant menu board and sandwich signs not be required to go through a process, as long as the signs meet the Town Code requirement.
- Discussion about section 13.b of the ordinance is addressing illumination of signs. Illumination of signs section, to include signs inside and outside the business.
- Council discussed section 13.b Illuminated Signs of the ordinance that it was difficult to measure this section addresses shining of the illumined sign.
- Council was in consensus in regards to allowing menu chalk boards adhere to the outside of the business.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve 1st Reading Ordinance 2015-702 Sign Code Amendment as read by title, to include relative consensus by the council. **Roll Call Vote:** Yes- Royce, Worley Tuck, No- Bastardi. Motion Carried.

5. Resolutions

A. Resolution 2015-14 Resolution of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Resolution 2015-14 of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands. **Roll Call Vote:** Unanimous approval.

B. Resolution 2015-15 Resolution of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Resolution 2015-15 of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands. **Roll Call Vote:** Unanimous approval.

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCILMEMBERS

A. Planning (Discussion under Item 6.D.5)

B. Town Attorney

1. Charter Referendums (Heard After 6.D.1)

- Council Member Tuck suggested a Charter Review Committee be established.
- Council Member Royce commented that at the last council meeting the perception was that staff would come back to Council with legislative format suggestions of areas of the charter that may need revisions for discussion by Council. Mr. Williams expressed concern that as staff reviews, that staff and legal would work on what the council wants to see in charter changes in order to move forward.
- Council Member Royce commented that staff would review and give council options which council would evaluate and changes to consider.

2. Land Development Regulations discussion.

- Council, Mayor Holbrook, Town Attorney Harris, CFRPC Pat Steed, Town Planner Sue Buchan and Town Administrator Williams discussed recommended resolution to give guidance to the CFRPC on the continued drafting of the New Towns Land Development Regulations (LDRs):
 - Mr. Harris reviewed the historical process that brought the Town to the point of drafting the Land Development Regulations.
 - Mr. Harris stated the resolution presented to the council is intended to bring together a lot of the discussion that the Town Council has had, and to address issues that staff has identified. Also, stated that the resolution was drafted by Mr. Harris and has been reviewed and revised by the Town Planners and Central Florida Regional Planning Council.
 - Ms. BuChans pointed Section A follows guiding principles in the development of the LDRs. In addition, included in the resolution are other issues that need to be addressed, that may not be addressed within the LDRs. Also that Section C, which states that after the adoption of the new LDRs there should be additional evaluations of the process, including technical standards manuals.
 - Council Member Royce inquired whether in addition to the Town Planners and CFRPC that the Mayor and Town Administrator were included in the discussion. Mr. Harris confirmed the Mayor and Mr. Williams had been briefed.
 - Council Member Worley noted she did not see anything that seemed to pose a problem in the direction to take in the Resolution. Also, she requested clarification, whether the process would have an additional cost such, has the hiring of additional staff and expending additional funds.
 - Ms. BuChans stated that once the process is set up, the Town Planners and the Town will work within the guidelines outlined in the LDRs.
 - Council Member Bastardi commented on the fast tracking, reduction of fees by 50%, understanding the spirit to stimulate, simplify, and expedite development.
 - Council Member Royce suggested in relations to the fee structure that a standard fee be charged, and upon completion of the project, either a credit or refund be given back.
 - Ms. Steed stated for clarification that the work as already been done within Section A, except Item 7. Also, Ms. Steed said that CFRPC would work with the

Planning Staff to obtain some examples and develop a fee structure for the council.

- Mr. Harris reviewed paragraph 6 of the resolution stating there has been a significant change. Whereas the last two sentences clarifies each governmental agency, county and town within the LP Regional Plan.
- Mr. Harris stated that in the resolution under the reference of public hearings and public notice, is to eliminate from the LDRs any hearings that are not required.
- Ms. Steed stated concurrency should match the county, electric utilities, waterways, water standards, and parking do need to be addressed with the LDR's. In addition, Ms. Steed noted that Section B of the resolution is not within the scope of the work in the agreement between CFRPC and the town and that there would be an additional charge.
- Mr. Williams stated that CFRPC had requested the final invoice for the scope of work per the agreement be paid.
- Ms. Steed stated that amount is \$7500.00.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve the consensus of council on the resolution presented, section A , CFRPC present to council a cost to address Section B of the resolution, and to grant latitude for staff in regards to section 7 of the resolution. **Roll Call Vote:** Unanimous approval.

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, to approve payment of the invoice from CFRPC. **Roll Call Vote:** Unanimous approval.

C. Town Administrator

1. Discussion on water rate study.

- Mr. Williams commented (under Item 2 CDBG Grants) that the Tomoka Heights agreement with the county indicates that February of 2017 is when a Rate Study can be done.
- Mr. Williams said that although there is time before the Town is to begin the rate study that the process could begin soon to be ready.
- Council Member Bastardi commented that the Lake Placid Utilities Advisory Commission has discussed wastewater rates and service availability fees.

2. Discussion on CDBG Grants (Present and future).

- Mr. Williams reported that the Town did not receive the CDBG grant for Serenity Village and Street paving as the Town did not meet the points necessary to be award the grant. Mr. Alday, our grant administrator, has suggested that the Town take a close look at the Low to Moderate Income (LMI) areas of the Town.
- Council Member Bastardi expressed surprise that the Serenity Villiage grant was not approved.
- Mr. Williams commented that since the permit for the Serenity Village project has already been given that there is still a need to protect the lift station there.
- Mr. Williams reported that the CDBG for the Lake Blue project was granted. The acceptance of the grant will be brought before council for approval. In addition, Mr. Williams pointed out that the grant does not pay for the connection from the line to the homes. Therefore, the connection fee is not covered in the grant.

D. Project updates

1. Saceman Alleyway Update.

- Mr. Harris presented to council for consideration two letters and a resolution whereas Mr. Saceman has agreed to convey 18' wide alleyway connecting to North Main Avenue.
- Council Member Royce stated that the new alleyway should be blocked.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve staff to move forward setting the public hearings. **Roll Call Vote:** Unanimous approval.

- Mr. Harris informed council that he will be representing Mr. Sacemen in an unrelated matter outside of the Town, and requested council to consider a motion to approve the confirming that representing Mr. Saceman was not on behalf of the town.

Motion - Moved by Council Member Bastardi, seconded by Council Member Bastardi, to approve Mr. Harris to represent Mr. Sacemen on an unrelated matter outside of the Town. **Roll Call Vote:** Unanimous approval.

2. Parking on right of ways (No Discussion Took Place)

3. CDBG Grants (Discussion Took Place Under Item 6.C.2)

4. Project tracking system (No Discussion Took Place)

5. Floodplain Ordinance

- Town Planners Sue BuChans, and Highlands County Building Official Eric Longshore Informed Town Council on the required Flood Plain Ordinance Due by November 18th, 2015 to FEMA.
 - Ms. BuChans passed out the Flood Plain Maps for council discussion on the Floodplain Ordinance.
 - The county, and the area municipals are required to have the Floodplain Ordiances adopted by November 18th.
 - Ms. BuChans and Mr. Longshore discussed whether to use the buildings built with a 1 foot above base flood elevation or 2 foot above (which is what Highlands Counties Ordinances utilizes). Also, Ms. BuChans informed council that the county is active in the Community Rating System. This rating offerers the ability for property owners to receive up to a 10% savings on their flood insurance and pointed out that annexed properties could loose the 10% discount that properties in the county currently have available.
 - Ms. BuChans informed council in order for the Town to be apart of the Community Rating Sytems would require going thurgh the process which can be extensive.
 - Council Member Royce stated that not everyone saves the 10%, and that only is the flood insurance portion.
 - Eric Longshore building official HC stated that the town would have to apply to FEMA and receive a Letter for a map amendment.
 - Council Member Royce suggested the state-mandated language be used for the ordinances and be brought back to council for approval. In addition, to not include the town participating in the Community Rating System until such time that staff deemed it necessary.

- Mr. Harris noted the county has taken a different approach in areas of the ordinance and has several changes and inquired whether council wanted to follow those changes.
- Ms. BuChans stated the Kissimmee area would not be included in the county's. In addition, she asked council to consider in and out of the Town, as annexation, whereas in town 1 foot for the council to consider adopting the 2-foot rule.
- Ms. BuChans commented that a resolution be prepared for next month to address an exemption for agriculture on the two-foot requirement.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approve staff to include state requirements in the ordinance, not to move to the community rating system until such time that staff indicated the need. **Roll Call Vote:** Unanimous approval.

7. MAYOR/COUNCILMEMBERS

- Council Member Worley stated there is an alleyway that is blocked by a fence, which does not allow access to the back of her home.
- Council Member Tuck suggested Mr. Komasa look into the issue and have it cleaned up.
- Council Member Bastardi also recommended that cleanup start immediately.
- Mr. Williams stated that prior to removal to ensure that the fence is on Town property.
- Mr. Harris suggested that a letter be sent first to the property owners, giving the owners a 30-day notice to remove any obstructions of the alleyway. In addition, Mr. Harris recommended the Town approach of clean-up of alleyways be complaint driven.
- Council Member Bastardi stated his disagreement of that approach.
- Council Member Royce stated that the letters should be either hand deliver or sent by register mail.

CITIZENS NOT ON AGENDA

8. ADJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:42 pm.

LAKE PLACID TOWN COUNCIL
Regular Meeting
09/15/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, September 9, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Town Attorney Harris gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Public Works Director John Komasa
Chief James Fansler
Town Planner, Sue Buchans
CFRPC Pat Steed
CFRPC Jennifer Codo-Salisbury

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council August 10, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of August 2015
- E. Approval of all duly authorized monthly bills, less Home Town Network
- F. Approval of the 2015-2016-Town of Lake Placid Holidays and Meeting Schedules

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve Consent Agenda 1. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for the Home Town Network Inc.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Tuck, Royce, Worley, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

- A. Barktoberfest Stuart Bark Proclamation

4. Public Hearing

A. 1st Reading Ordinance 2015-698 Approval of 2015-2016 Millage.

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-698

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve 1st Reading Ordinance 2015-698 Approval of 2015-2016 Millage. **Roll Call Vote:** Unanimous approval.

B. 1st Reading Ordinance 2014-699 Approval of 2015-2016 Budget

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-699

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve 1st 1st Reading Ordinance 2014-699 Approval of 2015-2016 Budget. **Roll Call Vote:** Unanimous approval.

C. 1st Reading Ordinance 2015-700 Annexation Happiness Farms

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-700

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve 1st hearing Ordinance 2015-700 Annexation Happiness Farms read by title only. **Roll Call Vote:** Unanimous approval.

D. 1st Reading Ordinance 2015-702 Sign Code Amendment

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-702

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve 1st Reading Ordinance 2015-702 Sign Code Amendment as read by title, to include all revisions discussed by council. **Roll Call Vote:** Yes- Royce, Worley Tuck, No- Bastardi. Motion Carried.

5. Resolutions

- A. Resolution 2015-14 Resolution of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands**

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Resolution 2015-14 of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands. **Roll Call Vote:** Unanimous approval.

- B. Resolution 2015-15 Resolution of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands**

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve Resolution 2015-15 of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands. **Roll Call Vote:** Unanimous approval.

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning (Discussion under Item 6.D.5)

B. Town Attorney

1. Charter Referendums
2. Land Development Regulations discussion

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve consensus of council discussion section A , CFRPC cost of section B, latitude for staff in regards to section 7 of the resolution. **Roll Call Vote:** Unanimous approval.

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, to approve staff to pay CFRPC Invoice. **Roll Call Vote:** Unanimous approval.

C. Town Administrator

1. Discussion on water rate study
2. Discussion on CDBG Grants (Present and future)

D. Project updates

1. Saceman Alleyway Update

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve staff to move forward setting the public hearings. **Roll Call Vote:** Unanimous approval.

Motion - Moved by Council Member Bastardi, seconded by Council Member Bastardi, to approve Mr. Harris to represent Mr. Sacement on a unrelated matter outside of the Town. **Roll Call Vote:** Unanimous approval.

2. Parking on right of ways
3. CDBG Grants
4. Project tracking system
5. Floodplain ordinance

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to have staff .
Roll Call Vote: Unanimous approval.

7. MAYOR/COUNCIL MEMBERS

CITIZENS NOT ON AGENDA

8. AJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:42 pm.

**LAKE PLACID TOWN COUNCIL
and
LPA
Joint Special Meeting
09/21/2015 5:40 PM
Town of Lake Placid
Town Hall**

5:41 P.M. Call to Order - Mayor John Holbrook

ROLL CALL:

Town Council

Mayor John Holbrook
Council Member Ray Royce
Council Member Arlene Tuck

Absent

Council Member Debra Worley
Council Member Steve Bastardi

Local Planning Agency

Member Jack Edgemon
Member Ken LeBlanc (arrived at 5:51 pm)
Michael Boley
Member Donald Clarke

Absent

Chairman Hoz Compton
Member Eddie Oxe

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Town Planner, Sue BuChans
Town Planner, Joedene Thayer
CFRPC Pat Steed
CFRPC Jennifer Codo-Salisbury

1. Presentation/Discussion

**A. Central Florida Regional Planning Council (CFRPC)
Land Development Regulations (LDR's)**

- CFRPC Executive Director Pat Steed and Planning & Administration Director Jennifer Codo-Salisbury presented the draft for the Town of Lake Placid's LDRs for the Town Council and Local Planning Agency with a review and discussion as presented in the agenda packet provided and PowerPoint. Items discussed included guidance as presented in the consensus of the resolution of the Town Council meeting of September 14, 2015.
- Mayor Holbrook, Council, Town Administrator, Town Attorney, CFRPC Ms. Steed, CFRPC Ms. Codo-Salisbury, Town Planner Sue BuChan, and Town Planner Joedene Thayer Discussion.

- Property owners within or out of the Lake Placid Regional Plan, the action taken to add or delete property from the LPRP would take action from the town and the county, and would be required to seek a map amendment from the County.
- Section 154-24-b-7, expedited plan approval new wording review. Discussion on expedited plan approval to mirror the language to Highlands County.
- Fee Structure, Ms. Steed stated she did not believe the current fee structure would be a deterrent to development. Future consensus of council indicated to remove the have the fee structure.
- Expedited review the developers would work closely with the Town Planners. Time lines should be put in place for staff to move projects forward. Suggestions included reducing the site plan review timeline.
-

2. CITIZENS NOT ON AGENDA (Comments are to be limited to 3 minutes, unless a longer period of time is Permitted by the presiding officer or by a majority of the Town Council)

3. AJOURNMENT

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting
10/12/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, October 12, 2015 at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Police Chief James Fansler gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Finance Manager Rachel Osborne
Public Works Director John Komasa
Police Chief James Fansler
Utilities Director Joe Barber
Acting Deputy Clerk Vickie Bollinger
Attorney Robert S. Swain
Town Planner, Sue Buchans
Town Planner, Joedene Thayer
Town Planner, Martin Fitts

CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council September 10, 2015, Town Council Special Meeting September 28, 2015
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of September 2015
- E. Approval of all duly authorized monthly bills, less Royce Supply
- F. Approval of Emergency Purchase Lighting Damage Emergency Repair PO 1049
- G. Approval of Emergency Purchase Submersible Mixer, Model POP-1 1.8 HP 180 PO 1091

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 1. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for Royce Supply

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Tuck, Bastardi, Worley; Abstain – Royce. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS

A. Keep Lake Placid Beautiful

- Bill Brantley stated that Stuart Park (where the old shuffleboard building was located) would be an ideal place for a community bathroom. Many people come to look at the murals. The Chamber has reported that in season 100 people per day are in the downtown area and most businesses do not allow public use of their restrooms. He said that RPAC may pay 50% of the cost while the Town would pay the other 50%.
- Town Council, Town Administrator and Mr. Brantley discussed: various locations to construct new facilities; advertising restrooms that are currently available to the public; using park fees and sales taxes to help cover construction and maintenance costs; use of security cameras to minimize vandalism and other problems; this issue has been discussed many times during the last few years but no progress has been made; murals bring people to town and that generates tax dollars and appropriate facilities need to be provided; administration should look into costs for construction, maintenance, location and permitting issues.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to direct the Town Administration to look into having public restrooms in the downtown area and to report back at the November 2015 meeting. **Roll Call Vote:** Unanimous approval.

- Bill Brantley stated that there are 3 remaining holly trees on East Interlake and the businesses have asked that they be removed. The berries that drop off the tree are unsightly and a nuisance both on the street and inside the buildings. The committee is also asking the Council for direction on what should be planted. There are a total of 6 planters along East Interlake in the business district and a decision needs to be made about what to plant there once all the trees are removed. Businesses prefer plants that do not drop berries or flowers and that will not block signs and store windows.
- Town Council and Mr. Brantley discussed: responsibility of store owners to keep area clean; various trees and hanging baskets appropriate for the planters; need for a uniform look for all planters; history of tree removal; lack of communication with business owners about the planters; planters should not be left empty; consistent plan completed at one time is best rather than piecemeal; whether to remove the trees now or when a landscape design is completed and ready for implementation; not everyone will agree with whatever design is implemented.
- Ken LeBlanc suggested that designs and plantings in other cities be reviewed to see what works and what does not.

Motion - Moved by Council Member Worley to take out the 3 holly trees on East Interlake Blvd and for development of an RFP for landscape design in the downtown area and, if warranted, for US 27. Motion failed for lack of a second.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, that the Town Council commits to remove the 3 holly trees at the time that a plan is approved for a landscape design of the 6 spots on the downtown portion of East Interlake Blvd. **Roll Call Vote:** Yes-Royce, Bastardi, Tuck; No-Worley. Motion carried.

4. Public Hearing

A. 2nd Reading Ordinance 2014-688 Annexation North Triangle Properties

- Mayor Holbrook read by title only upon second reading of Ordinance 2014-688.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve 2nd Reading and adopt Ordinance 2014-688 Annexation North Triangle Properties. **Roll Call Vote:** Yes-Royce, Bastardi, Tuck; Abstain-Worley. The proper paperwork has been filed with the Town Clerk. Motion Carried.

B. 2nd Reading Ordinance 2014-690 North Triangle Comp Plan Amendment

- Mayor Holbrook read by title only upon second reading of Ordinance 2014-690.
- Town Planner Martin Fitts stated the Large Scale Comp Plan Amendment had been submitted to the Department of Economic Opportunity (DEO) for review and there is a deadline of October 17, 2015 for adoption. The DEO and other agencies had no objections, but submitted comments that led to revisions in the ordinance. The revision encourages property owners and developers to explore the interconnectivity of roadways in the area of development.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve 2nd Reading and adopt Ordinance 2014-690 North Triangle Comp Plan Amendment including the additional Whereas Clause. **Roll Call Vote:** Yes-Royce, Bastardi, Tuck; Abstain-Worley. The proper paperwork has been filed with the Town Clerk. Motion Carried.

C. 2nd Reading Ordinance 2014-691 North Triangle Planned Development

- Mayor Holbrook read by title only upon second reading of Ordinance 2014-691.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve 2nd Reading and adopt Ordinance 2014-691 North Triangle Planned Development. **Roll Call Vote:** Yes-Royce, Bastardi, Tuck; Abstain-Worley. The proper paperwork has been filed with the Town Clerk. Motion Carried.

D. Site Plan Review LPSP.15.008SP (Publix)

- Town Planner Joedene Thayer described the project: Publix wants to build a new building just north of the existing structure and then renovate the existing building to provide more exposure for existing and new businesses. The south shopping strip will be demolished and green space added. Construction is to begin in January 2016 and the new store opening in January 2017. Storm water retention will be expanded. Two representatives for Publix were present. Ms. Thayer stated the LPA recommended approval of the preliminary site plan.
- Town Council and Ms. Thayer discussed: project will be done in phases; approval obligates Publix to complete the project as presented in the site plan; a new entrance/exit is planned. Council expressed their support for the new development.
- In response to a question, Monique Evans, Publix representative, responded that they are in discussion with a fast food restaurant, but it is not part of this site plan.

Motion – Moved by Council Member Worley, seconded by Council Member Royce, to approve the preliminary site plan LPSP.15.008SP for Publix. **Roll Call Vote:** Unanimous approval.

E. Part I. Parking Exemption

- Town Planner Joedene Thayer stated that Nu-Hope is planning a 3,344 square foot expansion of their existing building and the parking issue must be addressed. The Town's parking ordinance requires Nu-Hope to provide an additional 12 parking spaces. Currently there are 10 spaces in front of the building and 9 spaces on the side. Nu-Hope is requesting an exemption to the ordinance. Representatives from Nu-Hope were in

attendance. Ms. Thayer stated the LPA asked her to report that the LPA encourages the Town Council to address the parking needs in the downtown area.

- Town Council and Ms. Thayer discussed: building exists now and there is public parking in area; are the additional spaces calculated based on the new addition or does it take into account the old and new building; the downtown area is a planned development and the town is responsible for things like stormwater retention and parking; creating a special taxing district to fund these issues; all the burden should not be placed on the business owners; downtown parking needs to be addressed including ways to expand, construct and maintain it. Council expressed support for Nu-Hope and the work they do in the community.
- Bill Brantley stated other businesses also have parking exemptions. He said the town needs to take responsibility and address this issue.
- Ken LeBlanc stated an analysis should be done to determine parking needs and it should also address drainage issues. Tax dollars should be used to fund this issue.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve the request for a parking exemption for Nu-Hope. **Roll Call Vote:** Yes- Royce, Worley, Tuck; No- Bastardi. Motion Carried.

E. Part II Site Plan Review LPSP.15.007SP (Nu-Hope)

- Town Planner Joedene Thayer stated that Nu-Hope is planning a 3,344 square foot addition to their existing building to be used as commercial office and retail space. All plans have been submitted and reviewed. In response to a question, Ms. Thayer stated that the actual building plans have not been submitted, but they will be reviewed for compliance with all town building codes. The LPA recommends approval.
- Town Engineer Joe Barber stated that the site, landscape and irrigation plans were reviewed and the outstanding issues were resolved with the parking exemption.

Motion - Moved by Council Member Tuck, seconded by Council Member Royce, to approve the preliminary and final site plan LPSP.15.007SP for Nu-Hope. **Roll Call Vote:** Unanimous approval.

F. 2nd Reading Ordinance 2015-700 Annexation Happiness Farms

- Mayor Holbrook read by title only upon second reading of Ordinance 2015-700.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve 2nd Reading and adopt Ordinance 2015-700 Annexation Happiness Farms. **Roll Call Vote:** Unanimous approval.

G. 2nd Reading Ordinance 2015-702 Sign Code Amendment

- Mayor Holbrook read by title only upon second reading of Ordinance 2015-702.
- Town Council reviewed and concurred with the changes made to the sign ordinance:
 - Section 154-15.4 #8 the following phrase was deleted: "outside and inside if visible from the outside (visible through a window)".
 - Section 154-15.4 #13 the following sentence is included: "This standard applies to sign illumination originating inside of business windows or sign illumination originating on signs which are outside."
 - Section 154-15.5 #3. The reference to non-profit was deleted.

- Section 154-15.6 #1 the following sentence was deleted: “Abandoned signs include signs visible from the outside through or in a window and signage outside of buildings.”
- Section 154-15.7 #21 was revised to do away with permitting for sandwich boards, but they are allowed on the property. The first sandwich board is exempt. There is one allowed per building, not per business. And the last 5 words of that section are to be deleted: “Sandwich Board sign may be”.
- Section 154-15.9 #1.A changes the north boundary from Dal Hall Boulevard to Lakeview Street.
- Town Council and Citizen Ken LeBlanc discussed the section that allows one sandwich sign per building rather than one per business. Some building lots are wide and have multiple businesses and only one sandwich board would limit advertising for all businesses. Some building lots are narrow, but the buildings may contain multiple businesses which would clutter store fronts. This ordinance may present an enforcement challenge to the Code Enforcement Officer.
- Town Council generally agreed that the ordinance should be voted on as is, recognizing that changes may be needed in the future as issues arise.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve 2nd Reading and adopt Ordinance 2015-702 amending the Sign Ordinance including the changes discussed. **Roll Call Vote:** Yes-Worley, Tuck, Royce; No- Bastardi. Motion Carried.

H. 1st Reading Ordinance 2015-703 Flood Plain Ordinance

- Mayor Holbrook read by title only upon first reading of Ordinance 2015-703.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to hold the second and final public hearing for this ordinance on November 9, 2015 in the Town of Lake Placid; and to approve 1st Reading of Ordinance 2015-703 Flood Plain Ordinance. **Roll Call Vote:** Unanimous approval.

5. Resolutions

A. Resolution 2015-17 Resolution of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands Three Properties Owned by Memorial United Methodist Church of Lake Placid Inc. *(Taken after Agenda Item 5.B Resolution 2015-18)*

- Mayor Holbrook read by title only Resolution 2015-17.
- Council Member Bastardi questioned annexing these three parcels since they are tax-exempt. It will require the Town to provide services without any offsetting tax revenue.
- Town Administrator Williams stated that it was wise to annex this property to help close the gaps in this area of Town; making it easier to annex adjacent properties.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to adopt Resolution 2015-17 of the Lake Placid Town Council Regarding The Voluntary Annexation Of Lands Three Properties Owned by Memorial United Methodist Church of Lake Placid Inc. **Roll Call Vote:** Yes-Worley, Tuck, Royce; No- Bastardi. Motion Carried.

B. 2015-18 A Resolution of the Lake Placid Town Council of the Town of Lake Placid, Florida Adopting a Policy Determination for Floodplain Permitting and Approval Provided that Bona Fide Agricultural Practices and Ancillary Structures Supporting Bona Fide Agricultural Operations Outside the Designed Floodways Will Not Alter the

Functionality of the Floodplains as Determined by the Federal Emergency Management
(Taken after Agenda Item 4.H 1st Reading Ordinance 2015-703 Flood Plain Ordinance)

- Town Planer Sue Buchans stated this is a companion resolution to the Floodplain Ordinance and is presented in draft form. She asked the Council to place this Resolution for final adoption on the November 9, 2015 agenda. Hardy and Polk Counties have adopted this resolution, but the county is making some minor changes to clarify a few things. At the November 9 meeting, the Council will be able to compare this draft to the county version and it will be given to Attorney Harris for review.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to place Resolution 2015-18 on the November 9, 2015 Agenda. **Roll Call Vote:** Unanimous approval.

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCILMEMBERS

A. Planning

B. Town Attorney – No report.

- In response to a question regarding whether or not the Vice-Mayor may vote when filling in for and is acting mayor at a town council meeting, Attorney Swain stated that he would get clarification on the issue prior to the next town council meeting.

C. Town Administrator

1. Discussion on water rate study.

- Administrator Williams stated that LPRUAC recommended that the Town proceed with a rate study. It will not be completed until March 2017 which is in-line with the inter-local agreement with the county.
- Utilities Director Joe Barber stated Florida Rural Water would do the rate study at no cost to the Town. However, he requested that a capital reserve study be included. In recent years the Town has received grants to help with capital projects, but that may not be the case in the future. He said the Town needs to know how much reserve funding should be held to maintain the utility system. The rates may need to be adjusted to include additional funding for capital reserves. He said that Florida Rural Water estimated the cost of the additional capital reserve study to be \$1,000.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve initiation of a rate study, including capital reserves pending approval of the cost for the capital reserve portion. **Roll Call Vote:** Unanimous approval.

2. Interlocal Agreement Between Highlands County and the Town of Lake Placid Amending the Lake Placid Regional Utilities Interlocal Agreement

- Utilities Director Joe Barber stated that the Interlocal Agreement included that \$400,000 be set aside for a water storage tank. However, the water need calculations were done again and proved that there is no need for the water storage tank in the foreseeable future. Discussions were held with the county and they agree that the \$400,000 can be used for other purposes in the system acquired from the county. LPRUAC agrees with this decision and recommends approval of the amendment to the Interlocal Agreement.

Motion - Moved by Council Member Bastardi, seconded by Council Member Royce, to approve the Interlocal Agreement Amending the Lake Placid Regional Utilities Interlocal Agreement Between Highlands County and the Town of Lake Placid. **Roll Call Vote:** Unanimous approval.

3. Central Florida Regional Planning Advisory Services Agreement

- Town Administrator Williams stated the Town Council asked that Central Florida Regional Planning add a comprehensive study of the Town's parking. The Planning Agency came back with an agreement for the work in the amount of \$10,000. He added that the LPA is in support of addressing the parking issue. In response to a question, Mr. Williams acknowledged that the relevant portion of the cost will be paid by the Water and Wastewater Funds.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, to approve the Central Florida Regional Planning Advisory Services Agreement.

- Town Council, Town Administrator and Town Attorney discussed: the scope of work needs to be further clarified to include parking on rights-of-way; whether due to the cost of \$10,000, does this project need to go out to bid; study needs to include residential areas, rights-of-way, subdivisions as well as downtown; other cities have parking ordinances that could serve as a template; if there are existing ordinances that can be revised to fit the Town's needs, then \$10,000 seems high; the \$10,000 includes extensive LDR changes not just parking.

Amended Motion by Council Member Royce, agreed by second Council Member Bastardi, to approve the Central Florida Regional Planning Advisory Services Agreement including the revision to Attachment A.IV last phrase to read "or other alternative to create an effective and consistent comprehensive right-of-way and parking strategy for the Town;" and if this agreement is consistent with the Town's purchasing policy. **Roll Call Vote:** Unanimous approval.

4. Town of Lake Placid Space Needs Analysis RFP

- Administrator Williams stated he and staff have been reviewing space needs for Town offices and developed an RFP. In the past when the Town Council has considered new office facilities, it has been asked if a space needs analysis has been done. Mr. Williams said he asked Central Florida Regional Planning if they could do this study, but he has not received an answer.
- Town Council, Administrator Williams and Utilities Director Barber discussed: various ways to determine square footage needed; current need for more space at Town Hall; Florida League of Cities may have useful resources; the number of utility customers has almost doubled with no added space; the number of utility customers will not significantly increase in the foreseeable future; functionality and efficiency should also be studied; may need more than one building; Council would not have to take action on the RFP, but the information received from the RFP would be valuable.
- Town Council directed the Town Administrator to issue the RFP.

D. Project updates

1. Parking on right of ways *(Taken After Agenda Item 6.D.6. Road Repaving Priority List)*

- Council Member Bastardi said the Town needs to take action on parking issues while the planning folks are working on the ordinance. The road edges are being damaged by vehicles moving to park on the rights-of-way. There is a place on Michigan Street where there is a 6-8 inch drop off. He said the Town is failing to keep people from parking where it is not allowed and failing to preserve the roads. The Town needs to be proactive and put shell rock on the rights-of-way in some areas to preserve the road.

- Town Council continued discussion on parking and rights-of-way issues. Costs of fill need to be gotten and compared with what's available in the budget.

2. Charter Changes (No Discussion Took Place)

3. CDBG Grants (No Discussion Took Place)

4. Project tracking system (No Discussion Took Place)

5. Debbie's Alleyway *(Taken After Agenda Item 6.C.4 Space Needs Analysis)*

- Administrator Williams stated he had mailed letters to property owners and had received one irate call. Owners were given 45 days to remove any obstruction of the alleyway. The Town may need to do a survey to clearly identify any items the Town can legally remove. The Town may need to file a lien to get reimbursed for removal costs.
- Mayor Holbrook stated the Town should not spend money on this. Property owners should be able to prove items were allowed and are permitted.
- Town Council and Administrator Williams discussed the Saceman alley: the storm water draining in the area; building a road on the property; striping the right-of-way; truck traffic and deliveries behind the Journal Building; and the soil erosion that is occurring.

6. Road Paving Priority List *(Taken after Agenda Item 6.D.5 Debbie's Alleyway)*

- Public Works Director John Komasa stated the first priority is E Lake Drive south of the railroad tracks. If this is not done now, it will become a major issue. He said that Belleview Street is also on the list.
- Town Council, Administrator Williams and Public Works Director Komasa discussed: ask Mr. Green when he will be in the area and how much it would be to do E Lake Drive; may get the work done when Tangerine is completed; higher quality patch will hold up better; having the work done while crews are in town saves on mobilization costs; mutual assistance with the county has worked in the past.
- Public Works Director Komasa stated the other priority is Hendricks Avenue at the intersections of Michigan and Ohio.

7. MAYOR/COUNCILMEMBERS

(1) Announcement – Mayor will not be attending the November 9, 2015 Town Council Meeting

CITIZENS NOT ON AGENDA

Lois Krebs, Hickory Hills Circle in Tomoka, stated that that she missed seeing the meetings on television, that it was a good service to the community, and she would like to see it on again. Administrator Williams explained that Comcast made the decision not to televise the meetings.

8. ADJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:40 pm.

Respectfully submitted by:
Acting Deputy Clerk Vickie L. Bollinger

MINUTES
LAKE PLACID
TOWN COUNCIL
Regular Meeting
11/9/2015 5:30 PM
Town of Lake Placid
Town Hall

Vice Mayor Ray Royce called the regular meeting of the Lake Placid Town Council to order on Monday, November 9, 2015, at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Dr. Kevin Ahrens of the Lake Josephine Baptist Church gave the invocation and led the Pledge of Allegiance. A quorum was present.

Call to Order – Vice Mayor Ray Royce 5:30 PM

Present

Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Absent

Mayor John Holbrook

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Public Works Director John Komasa
Utilities Director Joe Barber
Chief James Fansler
Town Planner, Sue Buchans
Town Planner, Joedine Thayer
Grant Administrator Corbett Alday

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council October 12, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of October 2015
- E. Approval of all duly authorized monthly bills, less Home Town Network, and Royce Supply
- F. 2015-2016 Recreation Interlocal Agreement Lake Placid and Highlands County

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Consent Agenda 1 Items A through F. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for Royce Supply**

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Bastardi, Tuck, Worley, Abstain – Royce. The proper paperwork has been filed with the Town Clerk. Motion Carried.

B. Approval of all bills for the Home Town Network

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Consent Agenda 2 Item B. **Roll Call Vote:** Yes – Tuck, Royce, Worley, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS (NONE)

4. Public Hearing

A. 2nd Reading Ordinance 2015-703 Flood Plan Ordinance

- Vice Mayor/Council Member Royce read by title Ordinance 2015-703
- Council, Town Planner Sue BuChans, and Town Attorney Harris discussed the Flood Plain Ordinance presented for final adoption noting changes.
 - Ms. BuChans stated that FEMA has approved the revisions done by Town Attorney Harris on page 3.
 - Mr. Harris reviewed the changes with the council and informed council that if the ordinance was not adopted that the National Flood Policy would not be renewed and the Town would not be eligible for any emergency funds from FEMA. Also, that section 307.5 and 307.5.1 be removed as this section was included to avoid having a separate resolution to address the agricultural exemption; FEMA will not approve with this addition included in the Ordinance. Mr. Harris stated that working with the consultants it would be possible to modify in the future.
 - Ms. BuChans said the resolution would be brought back to council for approval.
 - Mr. Williams recognized Ms. BuChans on the work she had done to get this done.

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, to approve adoption of Ordinance 2015-703 Flood Plain Ordinance on second reading with recommended changes and the exclusions of section 307.5 and 307.5.1. **Roll Call Vote:** Unanimous approval.

B. 1st Reading Ordinance 2015-704 MUNGUIA IGNACIO, LONGO ROSS, LEWIS D. AND JOAN K. HOLLIDAY Properties

- Vice Mayor/Council Member Royce read by title Ordinance 2015-704 on first reading

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Ordinance 2015-704 on first reading by Title. **Roll Call Vote:** Unanimous approval

C. 1st Reading Ordinance 2015-705 Gissendanner annexation

- Vice Mayor/Council Member Royce read by title Ordinance 2015-705 on first reading

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Ordinance 2015-705 on first reading by Title. **Roll Call Vote:** Unanimous approval

D. 1st Reading Ordinance 2015-706 Porter & Carnahan annexation

- Vice Mayor/Council Member Royce read by title Ordinance 2015-706 on first reading

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Ordinance 2015-706 on first reading by Title. **Roll Call Vote:** Unanimous approval

E. 1st Reading Ordinance 2015-707 Sanford, Lundey & Romano, and Methodist Church Properties annexation

- Vice Mayor/Council Member Royce read by title Ordinance 2015-707 on first reading

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve Ordinance 2015-707 on first reading by Title. **Roll Call Vote:** Unanimous approval

F. 1st Reading Ordinance 2015-708 Maulden, annexation

- Vice Mayor/Council Member Royce read by title Ordinance 2015-708 on first reading

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Ordinance 2015-708 on first reading by Title. **Roll Call Vote:** Unanimous approval

G. 1st Reading Ordinance 2015-709 Kisela, Currin, Carleno, Pelski, Creed, Dunn, Corbin, Adams & Kaufman annexation

- Vice Mayor/Council Member Royce read by title Ordinance 2015-709 on first reading

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Ordinance 2015-709 on first reading by Title, with changes to the map to include the Railroad tracks. **Roll Call Vote:** Unanimous approval

H. Review of Commercial Final Site Plan for Publix Super Markets, Inc.

- Town Planner Ms. Thayer reviewed the final site plan with the council and the period for when the construction would begin. All documents were included in the agenda packet.
- Council, Ms. Thayer Town Planner, Utilities Director Mr. Barber, Mr. Frank Porter and Ms. Monica Evens, Publix representatives discussed the project and responded to questions about the project.
 - Mr. Barber stated that all items had been addressed, but there was one additional issue in regards to the meters.
 - Mr. Porter confirmed that the location of the meters would be moved. Also, Mr. Porter responded in regards to fire suppression systems that there will be no storage tank needed.
 - Parking size requirement was discussed. The Town Code requirement for parking is a 10/20 size parking place, and the proposed site plan is showing parking at a 10/18 parking space.
 - Ms. Evens addressed the parking as the parking will be diagonal which exceeds section 161-4 number 2 of the town code that exceeds the town code by 209 sq ft
 - Ms. Thayer stated that if desired there can be an exception for the 10/20 parking requirement due to there being larger lanes.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to conditionally approve the final site plan contingent upon the Town engineer being satisfied on any utility/Engineering issues and Florida Department of Transportation Issues. **Roll Call Vote:** Unanimous approval.

5. Resolutions

None

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCILMEMBERS

A. Planning

1. Lake June Point Application review for detached garage

- Ms. Thayer stated there has been an application for a detached garage (an accessory structure)in Lake June Point, which had to be denied a permit because the garage would have been 15 feet tall. The Town Code only allows an accessory structure to be a maximum height of 12 feet. The zoning district allows the principle structure, house, to be up to 35 feet in height, architecturally making them disproportionate to one another. Ms. Thayer requested guidance from the council on how to proceed.

- Council, Town Planners, Town Attorney Harris, and Town Administrator Williams discussed the current code restricting the height and instructed planning staff to draft an ordinance in regards to the height requirements, present to the LPA and return to Council with recommendations for the next Council meeting.

2. Lake June Point subdivision, Park (was not discussed).

B. Town Attorney

None

C. Town Administrator

- 1. CDBG Grant cycle 2016 requesting Council approval of wastewater project to include area shown in agenda package (Discussed after 6.C.2)**
 - 2016 Lake Placid CDBG new grant cycle, project for consideration. Council, Grant Administrator Alday, Town Administrator Williams, Utilities Director Barber Williams discussed the information presented by Mr. Alday.
 - Recommend a new gravity sewer on Hibiscus and south to include an estimated 30 to 40 houses to benefit. New Hook-up is required by the grant.
 - Council expressed concerns: of hook-up to the system by homeowners in a low-income area and along with a new bill.
 - Mr. Barber commented the reason this area was selected as a possible project was based on the request from council to expand revenue for wastewater. In addition, stated a payback for the town's investment would be approximately within 10 years.
 - Mr. Barber requested council to approve moving forward by placing a task order for surveying and engineering for the project.
 - Council Member Royce stated additional information with complete details is needed.
 - Council instructed staff that before the council approves this project to move forward, to bring back to council complete details on the project.
- 2. CDBG Project Lake Blue (Item Taken before 6.C.1)**
 - Mr. Alday, Town Grant Administrator presented an update to the Town of Lake Placid Council on Town Grants both prior and possible future grant projects to discuss for consideration by the council.
 - Lake Blue - Council, Grant Administrator Alday, Town Administrator Williams, Utilities Director Barber discussed the grant information presented by Mr. Alday.
 - 2014 Highlands County CDBG Lake Blue Grant was approved replacing the asbestos cement with PVC pipes. The grant requires showing the benefit of the grant by the hook-ups of the properties included in the grant area.
 - Council requested staff to send a letter out to the affected customers in reference to the required easement, which is needed to facilitate the renovation.
 - Lake Rachard CDBG - Council, Grant Administrator Alday, Town Administrator Williams, Utilities Director Barber discussed the information presented by Mr. Alday.
 - The application for 2014 Town of Lake Placid grant for Lake Rachard was not approved for funding. Mr. Alday stated that the plans and permits were good for two years.
 - The town has applied for a 2016 Water Management District Coop Funding for Lake Rachard for Stormwater. The application is under review.
 - Council requested staff to return to Council with a solution and an estimated cost to correct the issue with the Lake Rachard lift station.
 - Mr. Barber commented that he does not believe the cost will be significant, and is hoping to replace the drainage.
 - Mr. Alday commented that the Management District inquired if the property that could be used for the project could be purchased. Mr. Williams stated the land

- o originally looked at for the project is no longer owned by the same people and suggested withdraw and reapply next year.
- o Council requested staff to determine if the purchasing of the land is feasible in this grant cycle.

3. Public Restroom

- Council, Town Administrator Williams, Town Attorney Harris, Utilities Director Barber, Public Works Director Komasa, discussed floorplans, available funding, and location of a new town public restroom facility.
 - o Two sets of floor plans were discussed. The first was presented by Council Member Worley, which were old plans from previously discussed floor plans for town bathroom facilities, which did not include engineering plans. The second set of floor plans was the same as the bathroom facility, which the School Board had built by the tennis courts, which included all the building plans.
 - o Mr. Williams stated that plans are required in order to request funding from RPAC, the School Board bathroom facility includes the building plans. The estimated funding request would be approximately \$60,000.
 - o Various locations to place the bathroom facility were discussed. Council Member Tuck stated that she was not in favor of placing a bathroom facility within a park.
 - o Concern was raised that two single stalls were not enough.
 - o Mr. Brantley stated that there were approximately 150 people that walk through the town on weekends and stated his opinion that the two bathrooms would be fine but for big events there would still need to be portable bathrooms brought in.
 - o Mr. Komasa commented that the North East corner of Stuart Park would be a problem for placement as there is the irrigation and power pole.
 - o Mr. Barber responded that both the South East and South West corner would not pose a utility problem to hook up the facility to the Town sewer.

Motion - Moved by Council Member Bastardi, seconded by Council Member Worley, approve to pursue the placement of a public restroom facility in the SE corner of Stuart Park, to pursue funding from RPAC and the TDC for 2/3 assistance of the cost and the Town of Lake Placid share the cost within a \$20,000 range. **Roll Call Vote:** Yes-Bastardi, Worley, Royce. No-Tuck. Motion Carried.

4. Tower Lease

- Mr. Williams commented there is a company that wants to put a cell tower up, but additional research is needed.

5. Items on agenda at request of Councilman Worley

a. Palm Trees

- Council Member Worley, Council, Town Administrator Williams, Town Attorney Harris, Mr. Brantley, Keep Lake Placid Beautiful, discussed the new palms that are not doing well and are dying. Council requested staff to take one of the dead palms and investigate what is causing the palms to die.

b. Replacement of palm trees along US 27

- Council Member Worley, Council, Town Administrator Williams, Town Attorney Harris, Mr. Brantley, Keep Lake Placid Beautiful, discussed replacing the tall palm trees along US 27 that are dying off.
 - o Mr. Brantley commented that each tree is between five to seven thousand dollars to replace and are tough to maintain.
 - o Council directed staff to development a tree replacement plan, to include a line item in the budget to address tree replacement for the future and to identify the trees that need to be replaced with an estimated cost.

c. Replace tree with Flower Basket Landscape

- Council Member Worley, Council, Town Administrator Williams, Town Attorney Harris, Mr. Brantley, Keep Lake Placid Beautiful, discussed options to replace trees.
 - Council Member Worley stated a meeting had been held with some of the business owners along Interlake Blvd, who have expressed that they want the trees removed and utilize brick pavers and posts with hanging baskets.
 - There are currently four empty plant areas that need replacements put in since the trees had been removed. Holly trees were discussed as an issue for business owners as the trees produce berries that fall along the sidewalks.
 - Mr. Williams reported that Mr. Eisenheart of Keep Lake Placid Beautiful had stated that he would like to retain the berry trees and said that he would keep the trees trimmed.
 - Mr. Brantley and council discussed an alternative plant the Rose tree to be considered for the vacant areas.
 - Council directed staff to work with Mr. Brantley to obtain the cost involved for the new Rose tree and plant them in the four current empty areas.

d. Sidewalks Repair

- Council Member Worley, Council, Town Administrator Williams, Town Attorney Harris, Public Works Director Komosa discussed sidewalk repairs.
 - A review of the sidewalks was conducted identifying areas of the sidewalks that need repair. The company that conducted the review gave an estimated cost of over \$5000, which would require the Town to go out for BID.
 - The identified areas must be repaired.
 - Mr. Komasa suggested to repair areas on Interlake and North Main.
 - The staff was instructed to look into renting a machine if possibly, complete a survey of North Main, and go out for BID for Interlake Blvd and North Main.

6. LP 2015-07 SKID STEER TRACK LOADER PURCHASE

- Council, Town Administrator Williams, Town Attorney Harris, Public Works Director Komosa discussed the BID for the track Loader.
 - Mr. Komasa stated this purchase was previously approved; \$40,000 was saved for two years for this equipment.
 - Council questioned the amount budgeted for equipment was \$50,000, and the purchase would take a large amount of the budget.
 - Mr. Komasa agreed but indicated there would be enough left for anything else that may come up for that line item of the budget.
 - The equipment allows for various attachments to be purchased which can be used to continue with the storm water control, irrigation, street vacuums.
 - Council inquired if there was an attachment grinder to address the sidewalk repairs and what the price of any attachments to the equipment would be.
 - Mr. Komasa stated he did not have any prices but would check into the costs for attachments.

Motion - Moved by Council Member Tuck, seconded by Council Member Bastardi, to approve the Case TR310 with Optional Equipment High Flow – selling price \$43,500. **Roll Call Vote:** Unanimous approval

D. Project updates

1. Central Florida Regional Planning Parking Study

- Mr. Williams reported that agreement was delivered to the CFRPC.

2. Central Florida Regional Planning Land Development Regulations

- Mr. Williams reported no updates.

3. Charter Changes

- Mr. Williams reported no updates.

4. Project tracking system

- Mr. Williams reported no updates at this time, as he has been working on other pressing issues for the Town.

5. Road Paving Priority List (no comments)

6. Journal alleyway project

- Mr. Williams reported to council that a meeting was held with Mr. Gavarrete County Engineer, who recommended a survey be completed. In addition, Mr. Gavarrete recommends cleaning the drain, and the County is willing to do the engineering. Reviewing of the water issue coming off the Journal Alleyway has been done.
- Council, Town Administrator Williams, Town Attorney Harris, Utilities Director Barber , Public Works Director Komosa discussed various options for the storm water issue with the Journal Alleyway area.
 - Council inquired of the Town Attorney whether official action should be taken.
 - Mr. Harris responded to council no official action should be taken, and various solutions have been discussed to allow Mr. Williams to work with the County Engineer in requesting assistance to solve the issue.
 - Council Member Bastardi stated that the road area is a county road that would indicate the water issue is county water causing the problems.
 - Mr. Harris stated the grates were put in as part of the Dal Hall reconstruction project where water was pooling at the Journal building, and this was a collection system for the water.
 - Council Member Worley commented that this was a project she had been a part of. In addition, council member Worley stated a formal action is not needed because Mr. Williams is in the process of working with the county.
 - The County's responsibilities in relation to the storm water issues and the county road were discussed. Mr. Harris said that the responsibility was to take care of the travel lanes as far as he could recall.
 - Council was in consensus in having Mr. Williams to continue working with the County to solve the issue.
 - Mr. Barber discussed the various technical options to resolve the issue of the storm water in the area.

Motion - Moved by Council Member Bastardi, seconded by Council Member, to approve Notifying the County of the towns issue that requires the county's attention. **Roll Call Vote: Mr. Bastardi retracted motion.**

7. Email server discussion

- Mr. Williams commented that currently there have been issues with the current town emails in regards to council members not being able to utilize the town emails. Mr. Williams is investigating options and noted having problems getting this handled by the current IT Tech. Mr. Williams stated one of the email systems being looked at would be an expense of around \$2700 per year.
- Council Members confirmed they had issues signing into and sending from the Town Email system.

MAYOR/COUNCILMEMBERS

- Council Member Tuck commented the excellent job that was done for the Town Halloween event. Also, commented on her participation at Ag-Venture.

CITIZENS NOT ON AGENDA (Heard before Consent Agenda 1)

- Mr. Ionita, Senior Forester for the Florida Forest Service, said that town has in the past been active in regards to trees within the Town that the Town may be interested in applying for the Tree City USA Recognition program. Mr. Ionita discussed the four elements within the application process.
- Council recommends the information be passed on to Mr. Brantley of Keep Lake Placid Beautiful.

8. ADJOURNMENT 9:35 pm.

Vice Mayor Royce, hearing no objections, declared the meeting adjourned at 9:35 pm.

Respectfully Submitted by Town Clerk Eva Cooper-Hapeman

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting
12/14/2015 5:30 PM
Town of Lake Placid
Town Hall

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday, December 14, 2015, at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Mr. Harris gave the invocation and led the Pledge of Allegiance. A quorum was present.

Call to Order – Mayor Holbrook

Roll Call

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Steve Bastardi

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Public Works Director John Komasa
Utilities Director Joe Barber
Chief James Fansler
Town Planner, Joedine Thayer
Grant Administrator Corbett Alday

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the regular meeting of the Lake Placid Town Council November 9, 2015.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of November 2015
- E. Approval of all duly authorized monthly bills, less Home Town Network
- F. 2014-2015 Budget Amendment Resolution 2015-19
- G. Town Fair use of Devane Park February 6-7, 2016
- H. Request from Police Department to surplus Nikon Camera

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to approve Consent Agenda 1 Items A through H, and to have staff confirm that no payback will be required by selling the Nikon Camera, which was purchased by the Byrne Grant. **Roll Call Vote:** Unanimous approval.

2. CONSENT AGENDA 2

- A. Approval of all bills for the Home Town Network

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Consent Agenda 2 Item A. **Roll Call Vote:** Yes – Royce, Worley, Tuck, Abstain – Bastardi. The proper paperwork has been filed with the Town Clerk. Motion Carried.

3. PRESENTATIONS (NONE)

4. Public Hearing

A. 2nd Reading Ordinance 2015-704 MUNGUIA IGNACIO, LONGO ROSS, LEWIS D. AND JOAN K. HOLLIDAY Properties

- Mayor Holbrook read Ordinance 2015-704 by Title.
- Mr. Harris noted that in the annexation ordinance and in future annexation ordinances the clerk will give notice of the annexation to the Federal Emergency Management Agency.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of Ordinance 2015-704 on second hearing. **Roll Call Vote:** Unanimous approval.

B. 2nd Reading Ordinance 2015-705 Gissendanner annexation

- Mayor Holbrook read Ordinance 2015-705 by Title.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of Ordinance 2015-705 on second hearing. **Roll Call Vote:** Unanimous approval.

C. 2nd Reading Ordinance 2015-706 Porter & Carnahan annexation

- Mayor Holbrook read Ordinance 2015-706 by Title.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of Ordinance 2015-706 on second hearing. **Roll Call Vote:** Unanimous approval.

D. 2nd Reading Ordinance 2015-707 Sanford, Lundey & Romano, and Methodist Church Properties annexation

- Mayor Holbrook read Ordinance 2015-707 by Title.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve adoption of Ordinance 2015-707 on second hearing. **Roll Call Vote:** Unanimous approval.

E. 2nd Reading Ordinance 2015-708 Maulden, annexation

- Mayor Holbrook read Ordinance 2015-708 by Title.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve adoption of Ordinance 2015-708 on second hearing. **Roll Call Vote:** Unanimous approval.

F. 2nd Reading Ordinance 2015-709 Kisela, Currin, Carleno, Pelski, Creed, Dunn, Corbin, Adams & Kaufman annexation

- Mayor Holbrook read Ordinance 2015-709 by Title.
- Mr. Harris noted that on the maps in section four the ordinance does not show the railroad clearly, and stated although it should be fine there may be some questions.
- Council Member Tuck requested for future annexations to present to council a complete map of the town and town boundaries and show the proposed annexation areas.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, to approve adoption of Ordinance 2015-709 on second hearing. **Roll Call Vote:** Unanimous approval.

G. 1st Reading Ordinance 2016-712 Amending Chapter 154-18.

- Mayor read Ordinance 2016-712 by Title.
- Ms. Thayer stated the change in the ordinance would allow council the ability to consider a variance if requested.

- Marlene Barger expressed concern giving an example of a 35-foot house height and the ability to build an accessory garage to match. Suggested to remain consistent with the county code and Uniformity should not have a limit of 24-foot height.
- Council Member Bastardi commented there should be consistency.
- Council Member Royce commented that the proposed height of the home and accessory building would not be preclude approval and pointed out that by connecting the building to the accessory building allows the height to be higher than the 24-foot restrictions.
- Ms. Thayer stated that the accessory structure could not be any taller than the 24 feet or larger than the primary home.
- Council, Ms. Thayer discussed various heights for accessory structures comparing the county code to the towns current code. The modification will be reflected in section 4 of the proposed ordinance.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, to approve Ordinance 2016-712 on first reading. **Roll Call Vote:** Unanimous approval.

5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCILMEMBERS

A. Planning

1. Resolution No. 2015-18 Bona Fide Ag Practices

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, to approve. adoption of companion resolution 2015-18 to the Flood Plain Ordinance 2015-703. **Roll Call Vote:** Unanimous approval

2. Town Parks Discussion

- Ms. Thayer reviewed the history with the council on public parks. This issue had been discussed previously with the LPA and Council and brought back before the LPA (discussed the informational material included in the agenda packet).
- Mayor, Council, Ms. Thayer addressed the issue surrounding private parks versus public parks and parks within housing developments.
 - Council Member Worley commented council should not get involved with housing developments that are not currently platted.
 - The Lake June Points Park as part of the discussion: the park is currently not a recognized park within the Town of Lake Placid Code.
 - Colleen Charles, the Treasure of the Lake June Point Property Owners Association, stated that the park is owned by the Lake June Point Property Owners Association.
 - Council Member Bastardi expressed concern and was not in favor of the changes discussed which grandfathered in the parks and legitimizing the existing parks, but does not define what would be acceptable in the parks once established.
 - Council Member Worley stated the parks should be made legal, but the council should not be telling the Homeowners Associations what to do.
 - Mayor agreed that the town should not be telling the Homeowners Associations of developments on what can be done within the development.
 - Ms. Thayer in response to some of council's concerns stated that if the parks were made legal, there is still constrictions that would preclude certain types of development from taking place at the Lake June Point Park because it is a residential lot. In order to expand the park, additional parking would be required which is not available on the residential lot, a commercial site development plan would be required and presented to Town Council for approval. Also, Ms. Thayer stated that to have a boat ramp would also require parking. The Land Development Regulations that are being developed will address the different parks in the town.

Motion - Moved by Council Member Royce, seconded by Council Member Tuck, approve to direct staff to prepare an ordinance to change the Code of Ordinances to allow public parks within the C-2, Downtown Commercial District, and to permit, in all residential zoning districts, public and private parks that have been platted as parks. **Roll Call Vote:** Yes-Royce, Tuck, Worley No- Bastardi. Motion Carried.

B. Town Attorney (No Agenda Item for discussion)

C. Town Administrator

1. CDBG Grant cycle 2016 requesting Council approval of wastewater project to include area shown in agenda package

- The Mayor, Council, and Town Staff discussed the proposed wastewater project for the 2016 CDBG application cycle recommended by Mr. Barber Utilities Director for Council to consideration. Utility Director, Mr. Barber and Mr. Alday, the Town's Grant administrator, discussed the proposed project as presented in the Memorandum detailing the project included in the agenda packet.
 - Mr. Barber stated the residents in the area would be responsible for paying the sewer bill, but the town's utilities would pay for the hookup to the system, and 70 percent of the residents would be required to hookup to meet grant requirements. The impact fees and connection costs would be paid by the town utilities and would be part of the grant match. Mr. Barber stated that this expansion is never going to be cheaper than it is with the grant to expand the sewer.
 - There is no lift station required to install as there is already one available; the system would be gravity.
 - Mr. Barber reviewed the payback period in relation to the amount of funds that the utility would be expanding; the numbers included in the Memo to council are:
Total Project Cost:
Total Cost for 86 services: \$ 1,006,900
Total Cost for 86 services with connecting fees waived: \$ 718,800
Grant Requirements: Survey and engineering must be completed before submittal and is not paid for by the grant. We must also match \$50,000, which can be matched using connection fees paid for by the town.
Cost to Town assuming \$700,000 grant award:
Cost for 86 services: \$ 401,200 (Total – Grant)
Cost for 86 services with connecting fees waived: \$ 63,100 (Eng. plus overage)
Payback Period assuming \$26 average monthly bill (In/Out rate average).
Period for 86 services: 15 years
Period for 86 services with connect fees waived: 2.4 years
 - Council Member Bastardi expressed concerns about the project, the cost to the utilities and the lack of receiving the development fees that could impact having funds for future required expansion of the wastewater facility.
 - Council Member Royce expressed concerns on how to have the property owner's hookup to the system.
 - Discussion on a possible ordinance that would have the necessary wording to have homeowners hookup when a sewer line is made available.
 - Council Member Royce requested additional information than what had been presented before consideration of the project. In addition, before consideration of the project that language in an ordinance or new ordinance reflect language that reflects a property owner being compelled to hook up to the line.
 - Mr. Barber requested council approve to move forward with the engineering as this would take some time to complete in which the town could miss the grant application deadline.

- Council Member Royce commented that additional information needs to be presented to council.
- Further discussion included adding installations of fire hydrants that would reduce the number of homes that would be required to hook up.

Motion - Moved by Council Member Royce seconded by Council Member Royce, approve Mayor Holbrook appoint a Citizens Advisory Task Force Committee and to have the staff develop other CDBG options for the council. **Roll Call Vote:** Yes-Royce, Tuck, Bastardi No- Worley. Motion Carried.

Motion - Moved by Council Member Bastardi, seconded by Council Member Tuck, approve staff develop a list of customers that are not paying the system availability fees on all the lines in the town, to include both developed and vacant lots. **Roll Call Vote:** Yes-Royce, Tuck, Bastardi No- Worley. Motion Carried.

2. CDBG Project Lake Blue (Disregard)

3. Lake Rachard and SWFWMD Grant Discussion

- Mr. Williams recommend that the application for South West Florida Water Management District (SWFWMD) grant funding application for Lake Rachard be withdrawn. There is a 75/25 match that will be required and land would need to be purchased for the storm water system. The grant does not have funds available for a property purchasing. In addition, stated that there are too many unknown factors at this time, and the issue for the lift station can be solved for less money.
- Mayor, Council, Mr. Williams, Utilities Director Barber, and Public Works Director Komasa discussed the stormwater issue in the area.
 - Mr. Komasa commented he has some ideas to work on the storm water issue that have been done in other areas of the town.
 - Various stormwater solutions were discussed; trees were suggested to help with the water.

Motion - Moved by Council Member Royce, seconded by Council Member Bastardi, approve directing staff to withdraw from the SWFWMD grant application and to have the staff to investigate alternative water management methods for the area. **Roll Call Vote:** Unanimous approval.

4. Stuart Park Restroom

- Mayor, Council, Mr. Williams, Utilities Director Barber, and Public Works Director Komasa discussed the project.
 - Mr. Williams stated that the Tourist Development Commission (TDC) does not assist funding with these types of projects, and noted that council's motion previously said that staff look for a third each of funding for the project come from 1) TDC, 2)RPAC and 3) the Town.
 - Discussion included design, with the recommendation of a metal roof.

Motion - Moved by Council Member Royce, seconded by Council Member Worley, approve the Town of Lake Placid request RPAC for project funding and the Town will fund up to half of the cost of the project. **Roll Call Vote:** Yes-Royce, Worley, Bastardi. No-Tuck. Motion Carried.

5. Email discussion (No discussion for this item)

6. Lake Drive East Resurfacing Project

- Mr. Williams commented that Lake Drive East is on the town's road priority list and is one of the worst. The county has given an estimate of \$38,000, others have been contacted Excavation Point, or the town could be piggy back with Avon Park.
- Mr. Komasa received late an estimate received from Excavation Point which would repair line up to the white line south of the railroad for \$23,270

Motion - Moved by Council Member Bastardi seconded by Council Member Worley, approve contracting with Excavation Point to repair the road as presented by working off of Avon Parks contract. **Roll Call Vote:** Unanimous approval.

7. Cartegraph Software Purchase

- Mr. Barber reviewed the software for council's consideration and inquired if Council would like to see a presentation from the software company.
- Mr. Barber discussed the benefits of the software. In addition, stated that the software would work with and public works.
- Mr. Harris stated he would do a legal review of the contract.
- Council Member Bastardi commented that the software is cloud-based.

Motion - Moved by Council Member Royce seconded by Council Member Worley, approve the software purchase of \$36,000 for first three years contingent upon the Mayor and staff being satisfied with all aspects of the software. **Roll Call Vote:** Unanimous approval.

8. 2016 Election

A. Early Voting

- Town Clerk Ms. Cooper-Hapeman stated the town would be having an election in 2016 and that in past elections the town opted out of holding early voting.
- Council was in consensus to follow previous election processes and not hold early voting.

B. Voting and Tabulation Equipment dates

- Town Clerk Ms. Cooper-Hapeman informed council that one person of the canvassing board which will include Mayor Holbrook, Council Member Tuck, Council Member Worley and the Town Clerk, would be required to be present during the testing of the Voting and Tabulation Equipment. Council consensus was to have the Town Clerk be present for the testing.

D. Project updates

1. Email server discussion (No discussion for this item)

6. MAYOR/COUNCILMEMBERS

- Council discussed the lighting along US 27 have not been working. Mr. Kamosa stated that Duke Energy has been contacted and the LPPD is working with Public Works by tagging lights that are not working in the evening hours.
- Public Works will be fixing the Town sidewalks in-house.

CITIZENS NOT ON AGENDA (NONE)

8. ADJOURNMENT

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:21 pm.

Respectfully Submitted by Town Clerk Eva Cooper-Hapeman