

**AGENDA MINUTES  
CITY COUNCIL  
CITY OF ARCADIA  
TUESDAY, MARCH 1, 2016  
6:00 P.M.**

*The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.*

**INVOCATION, PLEDGE CALL TO ORDER AND ROLL CALL**

Human Resource Manager Linda Lowe gave the invocation which was followed by the pledge of allegiance. The Mayor called the meeting to order at approximately 6:00 p.m. and the following members and staff were present:

**Arcadia City Council**

Mayor Susan Coker

Deputy Mayor Alice Frierson

Councilmember Judy Wertz-Strickland

Councilmember S. Delshay Turner

Councilmember Joseph E. Fink was not in attendance due to illness.

**Arcadia City Staff**

City Administrator Terry Stewart

City Clerk Penny Delaney

City Attorney T.J. Wohl

Finance Director Beth Carsten

Lieutenant Gary Evans

**CONSENT AGENDA**

**Agenda Item 1 – City Council Minutes for Inventory Workshop on February 16, 2016**

**Agenda Item 2 – City Council Minutes for Regular Meeting on February 16, 2016**

**Agenda Item 3- City of Arcadia Municipal Airport January Report**

**Agenda Item 4 – Special Event Permit – Annual March Rodeo Parade**

Councilmember Wertz-Strickland stated that she wanted to clarify which sign was discussed under agenda item number five (5) at the last City Council meeting. She advised that the sign to be refurbished was the sign at Hickory and Highway 70 coming in from the west side of town. Councilmember Wertz-Strickland made a motion to approve the Consent Agenda as amended and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 4/0, approved.

**ACTION ITEMS****Agenda Item 5 – Approval of Resolution 2016-05 – Adopting the City of Arcadia Investment Policy**

City Administrator Stewart explained that a presentation had been previously presented to Council regarding the investment policy and what was before them now was a request to approve the policy. He advised the policy states what can and cannot be done with the City's investments. He further advised that the City Attorney had reviewed it to ensure they were following state statute and the primary purpose of the policy is to protect the principal of the investments that are made. Finance Director Carsten asked if there were any questions and she reemphasized the most important thing was to protect the City's principal. Mr. Stewart reminded Council of what was discussed at the last meeting regarding the infinitesimal amount of interest earned off of the previous year's investments. Councilmember Wertz-Strickland made a motion to approve Resolution 2016-05, the City of Arcadia Investment Policy and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 4/0, approved.

**Agenda Item 6 – Approval of the First Amendment to the Retirement Plan for Employees of the City of Arcadia, dated December 31, 2001 but never signed**

City Administrator Stewart explained that in preparation of an IRS filing, Finance Director Carsten discovered that the first amendment of the original approval for the plan had never gone before Council and was never authorized by Council. Mr. Stewart advised that it was required by the IRS for that to have taken place and when it was discovered, staff contacted the City Attorney for guidance. City Attorney Wohl stated the terms of the first amendment which was never adopted by Council had been put into motion and that there have been six (6) amendments and all amendments have been based on prior amendments which include the first amendment. He explained that the IRS required the form and due to the fact that the signature block in the first amendment reflects the year of 2002, if approved, the motion should be conditioned on allowing the City Attorney to revise the signature block to reflect that it was being signed now solely to create the document that should have been created back in 2001 or 2002. Councilmember Wertz-Strickland made a motion to approve the first amendment to the retirement plan subject to using the current date and City Attorney Wohl interjected that he would revise the signature block. Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 4/0, approved.

**RFP Number R2016-01 Golf Course Turf Management**

Finance Director Carsten advised this was regarding a bid that went out on January 21, 2016 and it had to do with the management of chemicals at the golf course. She explained that after the RFP had gone out for thirty (30) days, one (1) proposal was received. She referenced that this was something that Council had set forth when the budget was done at the beginning of 2015-16. Ms. Carsten stated money had been put in the budget for chemicals so the Thirty-Six Thousand and 00/100 Dollars (\$36,000.00) is there for that purpose. She further stated that the Forty-Six Thousand and 00/100 Dollars (\$46,000.00) that is optional is there also due to a

change in positioning at the golf course. However, she explained, that portion would only be upon agreement by the City Administrator and the manager of the golf course. City Administrator Stewart stated that the Thirty-Six Thousand and 00/100 Dollars (\$36,000.00) would be coming out of a Sixty Thousand and 00/100 Dollars (\$60,000.00) amount that had been set aside for chemicals which leaves a gap of Twenty-Four Thousand and 00/100 Dollars (\$24,000.00). He explained the main element of the Thirty-Six Thousand and 00/100 Dollars (\$36,000.00) is greens maintenance. He further explained that the company that is doing this is providing the chemicals and applying it to the greens and they are providing consulting services, as well, to the course about how to care for the rest of the course, but the care is not a part of this agreement and will be done by on-site staff. Mr. Stewart stated that the Forty-Six Thousand and 00/100 Dollars (\$46,000.00) is for chemicals, aeration and necessary harvesting on the rest of the course if they see fit to use it. He advised the gap that would be made up between the Twenty-Four Thousand and 00/100 Dollars (\$24,000.00) and the Forty-Six Thousand and 00/100 Dollars (\$46,000.00) is coming from the salary of an employee who was terminated who did a lot of this type of work. Deputy Mayor Frierson stated that she wanted to make it clear to the public that this money is in the golf course budget already and no transfer of money is being done. She then asked how long the contract would be for. City Administrator Stewart advised they had not signed a contract for it yet, but stated that it was for a maximum of two (2) years with two (2) one (1) year extensions at the behest of the Council. Councilmember Wertz-Strickland stated that there is a chemical that is not exactly a chemical that growers are beginning to use on trees that was actually invented for grass and she felt it would behoove them to see if it could be used. City Administrator Stewart stated that he had had one (1) preliminary discussion with this individual regarding this matter and he could discuss it with her later if she would like. Councilmember Wertz-Strickland further stated that it cuts down the use of other chemicals and she then made a motion to approve award of RFP No. 2016-01 Golf Course Turf Management to Laman Field Maintenance and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 4/0, approved.

### **COMMENTS FROM DEPARTMENTS**

Lieutenant Gary Evans attended the meeting in the absence of Marshal Anderson. He stated that he had provided the police department monthly report to Council and he also stated he was there to address any concerns the Council or the public may have and there was none.

City Attorney Wohl reminded Council that last year Carol Mahler had approached Council regarding undertaking efforts to get the City of Arcadia to be approved a certified local government under the historic preservation requirements for the State of Florida. He advised that he and Carol had been working on the ordinance and one thing that he had noticed was that due to the technical requirements to do renovation work or alternations to buildings in historic districts, such will be more involved now. He explained that eventually there will be a minimum guidelines handbook that will dictate almost exactly what can be done with any historical buildings or structures in the historical district. City Attorney Wohl stated that in most ordinances that he has seen wherein other municipalities had passed for a certified local government, they have allowed the Historic Preservation Commission to issue the Certificates of Appropriateness. He explained that currently the Historic Preservation Commission

recommends to Council and Council approves the Certificates of Appropriateness. Mr. Wohl suggested, due to the amount of technical requirements that will have to be reviewed in order to issue the certificates, to have the City Council to serve more as an appeal board for the certificates of appropriateness. He explained that currently the ordinance is thirty (30) pages and that does not include the guidebook which could be one hundred (100) pages. Mayor Coker asked if once the ordinance is in play if it would be there forever. City Attorney Wohl stated they could always make changes to the ordinance, but if they were going to keep the certified local government status, they would need to make sure the amendments comply with the requirements of the State of Florida. After some discussion, Mr. Wohl stated that he would take it as no objection and would continue forward as discussed.

City Administrator Stewart advised Council that recently the conveyor belt on the sludge processing machine at the water plant had to be replaced. He stated that typically those belts last approximately one (1) year to two (2) years at most and due to the incredible maintenance by a staff member, Gordon Cogswell, the replaced belt had lasted eight (8) years. Mr. Stewart commended Mr. Cogswell and stated he had saved the City a lot of money over the years.

Mr. Stewart advised Council that staff had spot paved along Hernando by the funeral home and spot paving had been completed coming up to the intersection south of Cypress on Hillsborough. He also advised of a major operation on Whidden which was a little bit more spot paving that was in very bad shape and all of it had been completed. He explained that in the midst of the work on Whidden, an abandoned pipe with a strong petroleum odor was discovered of which DEP was called to come check it out. Mr. Stewart advised that DEP would be providing a report that everything was okay so staff proceeded to pave it.

City Administrator Stewart advised that the RFP was out on the street regarding the pot hole machine. He informed Council that one (1) bid had been received and there is another week for additional bids to be received. He also stated that the RFP for the main paving project was also out on the street and would be out for thirty (30) days. Mr. Stewart advised that after the thirty (30) days, the selection review committee would review the bids and make a recommendation to Council.

He advised that Public Works Director Steve Underwood has crews out three (3) days a week doing pot hole patching. He explained Mr. Underwood had found a new cold patch product which seems to be working a lot better along with a better repair methodology.

Mr. Stewart recognized Amanda Albritton-Horkey of the Finance Department who was in attendance at the meeting. He informed Council that she is ensuring things are handled the way they are supposed to be handled regarding purchasing and stated she was doing an outstanding job.

## PUBLIC

Martha Schmid, a county resident, played a recording on her phone which was the sound of flying airplanes. She advised that it started directly over her house at 6:45 a.m. on Saturday

morning and lasted until 7:00 p.m. on Saturday night. She stated it was so loud that they could not talk or watch television. She then described one (1) plane which was later joined by a second plane and stated they were flying less than two hundred (200) feet over her home. She stated it started again on Sunday from 11:30 a.m. until 4:30 p.m. She asked why they could not use another area rather than over residential homes. After further discussion, City Administrator Stewart asked if her recording included the plane in it so that they may be able to expand it to get the tail number and she replied that it was possible. Mr. Stewart asked her to get with him this week and she agreed that she would.

David Wills, a county resident, discussed disaster alerts and his concern that the community was vulnerable. He stated that the Lettuce Lake area has a siren. Councilmember Wertz-Strickland asked who manned it and he replied that it was a fireman. Mr. Wills then discussed another issue which compared City Council and County Commissioner meetings across the country and advised that what is not done here that is done in other areas is allowing the public to raise their hands in approval to topics discussed. He felt it helped allow for the will of the people. City Administrator Stewart advised the scenarios he is referencing are villages or towns wherein the community votes and that it is not the same type of representative form as the City of Arcadia has.

Janie Watson, a city resident, inquired as to the ordinance regarding inoperable vehicles and stated it had been brought to her attention that it did not include boats, boat trailers, RV's, travel trailers or horse trailers. City Administrator Stewart stated that was incorrect and there had been owners of boat trailers that had been cited because the trailers were not tagged. City Attorney Wohl stated that the term "inoperable" is key and that the ordinance did include trailers. Ms. Watson then asked about the status of the workshop that had been brought to Council by Connie Bateman. Mayor Coker advised she had spoken with Mrs. Bateman and it would probably be on an agenda by the end of March or the beginning of April.

### **MAYOR AND COUNCIL REPORTS**

Councilmember Wertz-Strickland asked about the status of the work being done at McSwain Park. City Administrator Stewart advised there had been some training regarding the operation of the fountain, the work on the restrooms would start this week and that the project is moving along. Councilmember Wertz-Strickland asked if there was any projection costs regarding maintenance and Mr. Stewart advised that there was not a projection cost at this time.

Mayor Coker discussed the community conversations and the topics covered at same. She also announced that the Rodeo Parade would be on March 12, 2016.

City Administrator Stewart advised he would be off the following week due to the sale of his home and moving. He stated that he would be readily available if necessary. He further stated that he had a singing engagement on March 12, 2016 at an event in Delray Beach which would be honoring police, fire and medical personnel in the nation and sixty (60) World War II veterans. Councilmember Wertz-Strickland advised on March 11 - 12, 2016 she would be attending the Third Elected Municipal Officials Conference.

ADJOURN

Councilmember Wertz-Strickland made a motion to adjourn and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 4/0, approved. Having no further business at this time, the meeting was adjourned at approximately 6:58 P.M.

ADOPTED THIS 15<sup>th</sup> DAY OF March, 2016.

By:

  
Susan Coker, Mayor



  
Penny Delaney, City Clerk