

**AGENDA MINUTES
CITY COUNCIL
CITY OF ARCADIA
TUESDAY, APRIL 4, 2017
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

Reverend Sam Morgan of Pleasant Hill Methodist Church 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 Judy Wertz-Strickland
Deputy Mayor Jaccarie D. Simons
Councilmember S. Delshay Turner

Councilmember Susan Coker
Councilmember Robert W. Heine, Jr.

Arcadia City Staff

City Administrator Terry Stewart
City Clerk Penny Delaney
City Attorney T.J. Wohl
Finance Director Beth Carsten

Jeff Schmucker – Central Florida Regional Planning
Council
Projects and Airport Manager Shelley Peacock
Interim Golf Course Director Carrie Taylor

PRESENTATIONS

Agenda Item 1 – Presentation – Pam Ames Recognition for Service on Historical Preservation Commission

Mayor Wertz-Strickland presented Pam Ames with a certificate recognizing her years of service on the Historical Preservation Commission from August 21, 2012 through January 5, 2017.

Agenda Item 2 – Proclamation – Clark Brothers Memorial Day

Mayor Wertz-Strickland presented the Clark family with a proclamation designating March 25, 2017 as the Clark Brothers Memorial Day. Marshal Anderson expressed his condolences to the family and his recognition of his officers for their attempts to save the children. He spoke briefly as to the status of the case and stated that it was just the beginning of obtaining justice for the family.

CONSENT AGENDA

Agenda Item 3 – City Council Workshop Minutes for March 21, 2017

Agenda Item 4 – City Council Regular Meeting Minutes for March 21, 2017

Agenda Item 5 – City of Arcadia Municipal Airport February 2017 Report

Councilmember Heine made a motion to approve the Consent Agenda Items 3, 4 and 5 and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

ACTION ITEMS

Agenda Item 6 – Approval of Recommendation from the Historical Preservation Commission Regarding Vacancies on Commission

Carol Mahler, Vice-Chairman of the Historical Preservation Commission represented the commission and asked if the City Council had any questions and there were none. Councilmember Coker made a motion to approve the recommendation of the Historical Preservation Commission in appointing Miles Christian Hart and Frank Baxley to fill the positions vacated by Pam Ames and Luke Wilson and Deputy Mayor Simons seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 7 – Annual Maintenance to Golf Course for Budget Year 2017

City Administrator Stewart informed the City Council that Golf Course Director Mike Kotzker had resigned and staff was in the process of advertising to fill the position, but he advised that Carrie Taylor will be the Interim Golf Course Director until the position can be filled. He advised that Ms. Taylor had previously worked at the golf course for fifteen (15) years. He then stated that the City had entered into a contract with Laman Field Maintenance in March of 2016 which consisted of two (2) sections and this was related to one (1) section of the contract which has to do with the special projects at the course aimed at improving the physical condition of the course. City Administrator Stewart commended Laman Field Maintenance for the work that had been done in turning the physical condition of the golf course around. He then addressed the list of projects that had been presented to staff based upon the contract that was approved last year. Mr. Stewart advised that staff was into the second year of a two (2) year contract and after the second year, the contract has two (2) more one (1) year extensions that the City can engage in if it so chooses. At this time, he asked Council for approval of the special projects and stated that it was budgeted within the budget for this year. Councilmember Coker made a motion to approve the next round of work under the contract approved by Council dated March 1, 2016, Solicitation No. R2016-01 for Laman Field Maintenance in the amount of Forty-Six Thousand and 00/100 Dollars (\$46,000.00) for upcoming projects for budget year 2017 and Councilmember Heine seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 8 – Ordinance 1021 – Request for Rezoning of Parcel #31-37-25-0016-5060-0012

Jeff Schmucker of the Central Florida Regional Planning Council advised that the applicant was Anamary Juvier and the request was to change the zoning of one (1) parcel of land located at 1104 E. Maple from B1 (Neighborhood Commercial Business) to R-1C (Single Family Residential) and the purpose of the request is to make the zoning consistent with the future land use and to allow the property owner to use the property as a single family residence with the home that is on the lot today. He reviewed the aerial photo map, the existing future land use map which showed the property as being low density residential and being consistent with most of the community in the area, the existing zoning map which showed the zoning as being B-1 (Neighborhood Commercial Business) and the proposed zoning map which showed the property to be R-1C (Single Family Residential). Mr. Schmucker advised that the request was consistent with the Comprehensive Plan by starting with the elimination of inconsistency with future land uses and by targeting the housing element that is providing safe and affordable housing for the residents in the community of Arcadia. He reinstated that the property had a future land use of low density residential, but the zoning of the property is B-1 (Neighborhood Commercial Business) which is an inconsistency with the Comprehensive Plan. Regarding the home on the property, in the past, it was a single family home and the current property owner would like to use it as a single family home, but in order to do so, a residential zoning would need to be assigned to it that would be consistent with the future land use. He explained that the R-1C (Single Family Residential) would be consistent with the character of the surrounding area and would allow the owner to use the house as a single family residence. Regarding public facilities and services, Mr. Schmucker advised it would not present any impacts to water, sewer, solid waste, recreational or public schools. Councilmember Heine made a motion to move Ordinance 1021 to second reading and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Mayor Wertz-Strickland asked the City Clerk to read Ordinance 1021 by title only and the City Clerk did so.

Agenda Item 9 – Vacation of Right-of-Way Application by Gary Frierson

City Attorney Wohl advised Agenda Item 9 would be pulled due to additional issues that need to be resolved. He further advised he had spoken with Mr. Frierson and he understood and agreed to pull it and wait until he could get what needed to be done accomplished. City Administrator Stewart advised he had spoken with Mr. Frierson and asked him to pass along his regrets that he could not attend tonight's meeting due to a friend being in the hospital. Jeff Schmucker of the Central Florida Regional Planning Council explained that it had been advertised and if the Council would table the matter to a date certain, there would be no need to have to re-advertise which would save money and time. After further discussion, Councilmember Coker made a motion to table Resolution 2017-07 to April 18, 2017 and Deputy Mayor Simons seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 10 – T-Hangar Taxilane Rehabilitation Design Project – Hanson Task Order No. 4

Projects and Airport Manager Peacock informed the Council that this was regarding the pavement that leads up to the t-hangars and in order to request the entitlement funds that are received every year (One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00) from FAA), FAA has requested a pre-application. She advised that discretionary funds may be used for any amount over the One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00). She further advised that FAA would cover ninety percent (90%) and FDOT would cover the remaining ten percent (10%). Deputy Mayor Simons made a motion to approve the pre-application request to use One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00) of FAA Entitlement Funds for the design of t-hangar taxiway rehabilitation of One Hundred Eighty-Nine Thousand Five Hundred Seventy-Two and 00/100 Dollars (\$189,572.00) and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 11 – Vote to Determine Approval for the Software as a Service Agreement with FATHOM

Agenda Item 12 – Resolution 2017-11 – Financing for FATHOM Equipment Purchase

City Administrator Stewart advised that staff had requested that Agenda Items 11 and 12 be pulled. He stated they had been working closely together with the City Attorney and there are some outstanding legal issues that they could not get to resolution on so he respectfully asked for them to be pulled from the agenda. He advised staff will try to bring them back to City Council on April 18, 2017, but was not sure they would be able to do so and he acknowledged the outstanding work that the City Attorney had done regarding the issues. Mayor Wertz-Strickland advised Agenda Items 11 and 12 would be tabled until another meeting.

Agenda Item 13 – Waive Mobilization and Demobilization Requirement for IFB #2017-12 Lee Avenue Water & Sewer Improvements

City Administrator Stewart advised this was regarding the request for performance for Lee Avenue utility work to be done. He advised it was put out on the street, written sealed bids were received and upon examination, it was discovered that there was a requirement of the bid that it not be over five percent (5%). He further advised that all but one (1) of the seven (7) proposers exceeded the five percent (5%) limitation. The City Engineer recommended Council be asked to consider waiving it. He stated the low bidder did exceed the five percent (5%), but was still the low bidder. Mr. Stewart advised the second in pricing was Cobb Site Development and initially it appeared they were not qualified, but since then it has been determined they are qualified, but they were still not the lowest bidder. He stated staff was asking Council to waive the mobilization section of the IFB and the next item would deal with the actual awarding of the bid if Council chose to waive the mobilization requirement. Councilmember Coker made a motion to waive the requirement under Section 01025 of the bid document that the sum of mobilization and demobilization shall not exceed five percent (5%) of the contract price and Councilmember Heine seconded the motion. It was unanimously, 5/0, approved.

Agenda Item 14 – Staff Recommendation to City Council for the Award of ITB #2017-01 Lee Avenue Water & Sewer Improvements

Finance Director Carsten reviewed the history of this particular bid process and advised the lowest bid was submitted by Go Underground Utilities, LLC. She stated that staff's recommendation was to award the bid to Go Underground Utilities, LLC because they are the lowest most responsive bidder. Councilmember Coker made a motion to award ITB #2017-01 Lee Avenue Water & Sewer Improvements to Go Underground Utilities, LLC in the amount of Two Hundred Sixty-Seven Thousand Three Hundred Sixty and 00/100 Dollars (\$267,360.00) and to allow staff to enter into contract negotiations with the contractor and Councilmember Turner seconded the motion. Mr. Stewart advised that it would be funded with a Two Hundred Fifty Thousand and 00/100 Dollar (\$250,000.00) grant from the State of Florida and the remaining would be funded from water and sewer. Finance Director Carsten advised it had been earmarked in the budget for such. After further discussion regarding how much would be covered with this round of paving and the next round of paving, it was unanimously, 5/0, approved.

Agenda Item 15 – Selection Committee Recommendation for RFP #2017-01 Grant Writing Services

Finance Director Carsten explained the processes of Request for Proposals (RFP) and Invitations for Bid (IFB) and stated she was pleased with said processes. She then reviewed the history of this particular RFP process and advised the number one (1) firm was In Rem Solutions and Langton Associates; the number two (2) firm was Guardian Community Resource Management, Inc.; the number three (3) firm was Summit Professional Services, Inc.; and the number four (4) firm was Government Services Group, Inc. She advised it was the committee's recommendation to rank in the manner she just reviewed and to allow staff to enter into contract negotiations. Councilmember Heine made a motion to approve the final ranking of Granting Writing Services RFP #2017-01 to be Firm #1: In Rem Solutions; Firm #2: Guardian Community Resource Management, Inc.; Firm #3: Summit Professional Services, Inc.; and Firm #4: Government Services Group, Inc. and to authorize staff to enter into contract negotiations with the top ranked firm and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

COMMENTS FROM DEPARTMENTS

Marshal Anderson provided Council with the department monthly report and he thanked Council for allowing him to acknowledge the bravery of his officers at the beginning of the meeting. He referenced the arrest of an individual for murder and the number of hours invested in the investigation. He asked if there were any questions or concerns and there were none. Mayor Wertz-Strickland advised he and his department was doing a good job. Marshal Anderson also thanked City Administrator Stewart and Finance Director Carsten for inviting him to attend a seminar at Gulf Coast University regarding local incidents creating international attention.

City Attorney Wohl referenced the Senate Bill regarding CRAs and advised the legislative committee vote was 5/3 so it will move forward but an amendment had been made to allow municipalities to continue CRAs with a super majority vote.

City Administrator Stewart stated it was a pleasure to attend the seminar with Marshal Anderson and Finance Director Carsten. He then stated that the cemetery now has a list of rules and the most important ones will be posted at the cemetery and the rest will be placed online. He advised the condition and operations of the cemetery had improved and he briefed the Council on what had taken place in the past regarding payment of lots, but stated that the deeds were back on track.

Mr. Stewart informed the Council that he had visited the Wastewater Treatment Plant regarding the sand filter project which Council had approved and advised it should be completed within the next couple of weeks. He stated a significant improvement of the wastewater final treatment both for the reclaimed water and for the water that is released into the river will be seen. Mr. Stewart advised a structural engineer had been at the wastewater treatment plant to ensure the structures were still solid. He stated it was staff's idea to rehabilitate the plant as they go along and he complimented Utility Director Berndt for doing a great job of getting it turned around.

City Administrator Stewart stated he was happy to inform Council that when staff advertises now, the number and quality of applicants have improved greatly and he stated they attribute such to the approvals of Council for the compensation and classification study.

PUBLIC

Lex Mens, a City resident, advised she had enjoyed living in the City of Arcadia, but will be moving by the end of the month so this will be the last Council meeting she will attend as an Arcadian news reporter. She thanked the Council for the time they had spent in answering her questions, Marshal Anderson and his police force for keeping her safe and for all employees who provided tours and answered and assisted her with her phone calls. She stated it had been her honor to serve as their reporter.

MAYOR AND COUNCIL REPORTS

Councilmember Coker congratulated DeSoto Moulton (previously DeSoto Insurance) regarding their celebration of one hundred (100) years of being in business in Arcadia. She also reminded everyone that Easter Sunday was coming up and encouraged others to attend one of the several sunrise services being held in Arcadia along with the Easter Egg Hunts for the children. She wished everyone a happy Easter.

Mayor Wertz-Strickland advised the County would be having their community conversations and provided the following dates and locations of such: April 13, 2017 at the Turner Center; April 20, 2017 at the Kingsway Country Club; and April 27, 2017 at the First Baptist Church.

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ADJOURN

Councilmember Coker made a motion to adjourn and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Having no further business at this time, the meeting was adjourned at approximately 7:08 P.M.

ADOPTED THIS 18th DAY OF April, 2017.

ATTEST:

By: Judy Wertz Strickland
Judy Wertz-Strickland, Mayor

Penny Delaney
Penny Delaney, City Clerk

