



# MINUTES

## City Commission Meeting

APPROVED 6/6/2024

6:00 PM – Thursday, May 16, 2024 – City Hall

**INVOCATION: SHIKITA HILL, MRS. LAKE COUNTY**

**PLEDGE OF ALLEGIANCE: COMMISSIONER WILLIE HAWKINS**

**CALL TO ORDER: 6:02 P.M.**

### **ACKNOWLEDGE OF QUORUM AND PROPER NOTICE**

**PRESENT:** Commissioner Willie Hawkins, Vice Mayor Emily Lee, Commissioner Gary Ashcraft, Commissioner Nan Cobb and Mayor Michael Holland

**1. AGENDA UPDATE: None**

**2. APPROVAL OF MINUTES**

March 14, 2024 City Commission Workshop: Strategic Planning

April 18, 2024 City Commission Meeting

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to approve the Minutes. Motion passed by the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

**3. PRESENTATIONS**

#### 3.1 Acceptance of the 2022-2023 Annual Comprehensive Financial Report (ACFR)

Mike Sheppard, Deputy Finance Director, reviewed the Annual Comprehensive Financial Report for Fiscal Year ending September 30, 2023 (ACFR). He announced the City of Eustis was awarded the Certificate of Achievement for Excellence in Financial Reporting for the 2022 ACFR for the 34th consecutive year. He commented on recent changes in regulations pertaining to accounting principals. He explained what is contained in each year's ACFR and how it is reported. He reviewed the information contained for each fund: General, Special Revenue, Capital Projects, Enterprise, and Trust and Agency Funds.

Mr. Sheppard summarized the statement of income and expenditures/expenses. He provided an overview of the combined statement of revenues, expenditures and change in fund balances, including remaining governmental and special revenue funds thru September 30, 2023. He commented on the outstanding debt and noted the City is well-funded. Mr. Sheppard stated that the final audit is currently being reviewed by the auditors and the Commission will be notified if there are any material changes to the report and upon completion of the auditor's certification of the City's Annual Comprehensive Financial Report for 9/30/2023, Finance will submit the report to all required agencies with hard copies provided to all commissioners unless a PDF is preferred.

The Commission asked about the Sales Tax Revenue Fund with Mr. Sheppard indicating the current one will end in 2032 and the County will have to vote on retaining that additional one cent sales tax. He then reviewed the debt service by fund. He indicated that, once finalized, hard copies or pdf's will be provided to the Commission.

The Commission asked about the funding received from the School Board for the School Resource Officers with Mr. Sheppard indicating he could get them those figures.

Discussion was held regarding the Fines and Forfeitures with Mr. Sheppard explaining that does include the code enforcement fines. He then explained that police forfeitures are included in a separate fund. He stated that the City gets its share after the other agencies confirm if there is anyone else that has a claim on the funds. He confirmed that the fines and forfeitures are accounted for separately.

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to accept the 2022-2023 ACFR. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

### 3.2 Presentation Regarding a Lake Eustis Tour Boat

Mayor Holland explained that after meeting Mr. Cunningham he put together a group with the Chamber, some business people, Al Latimer and Tom Carrino regarding his proposed tour boat.

Fred Cunningham, owner of Why Knot? Water Excursions, explained that his company builds the world's largest commercial pontoon boats that are Coast Guard certified. He provided a presentation regarding their pontoons and their proposal to establish a tour boat to be based out of Eustis. He presented photos of their pontoon being constructed for the purpose of providing party cruises and other events which would be focused on the City's waterfront.

Mr. Cunningham explained they identified the dock just outside the Chamber which could be modified to accommodate their pontoon. He indicated their intent to make sure it would accommodate people with mobility issues. He commented on how the company could partner with the City and other businesses within the community.

Mayor Holland asked about catering opportunities with the local restaurants with Mr. Cunningham explaining their plan to partner with several local restaurants to offer a variety of choices.

The Commission questioned if there would be daily cruises for individual groups rather than just large groups with Mr. Cunningham indicating they would offer those types of cruises probably on the weekends. On the weekdays, they would work to draw businesses and groups for private charters. He cited the size of the boat and indicated it would not fit through the canal. He indicated they will work to accommodate as many types of groups as possible but they are still working out the logistics. He confirmed that there would be a minimum number required but it would not be a large number due to low operating costs.

Discussion was held regarding the need to have a fueling station on the lake with Mayor Holland stating his desire for the Commission to give staff permission to meet with Mr. Cunningham.

**CONSENSUS:** It was a consensus of the Commission for staff to meet with Mr. Cunningham and work on developing an agreement.

## **4. AUDIENCE TO BE HEARD**

Marie Alberti, President of the Eustis Chamber of Commerce, commented on her interest in moving forward with the tour boat opportunity. She announced that Bay Street Players won the Cultural Arts Award from the Community Service Awards and they are celebrating their

50th year. She cited the upcoming opening night for the musical *Hair*. She emphasized her willingness to help get the word out regarding any opportunities.

## 5. CONSENT AGENDA

Commissioner Hawkins asked to pull item 5.3 from the Consent Agenda (Resolution 24-43 appointing legal counsel for the Code Enforcement Board).

5.1 Resolution Number 24-39: Accepting the Groves at Grand Island Subdivision (Unincorporated Lake County) Utility Infrastructure and Maintenance Bonds

5.2 Resolution Number 24-42: Emergency Management Plan Update 2024

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to approve the Consent Agenda. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

5.3 Resolution Number 24-43: Appointing Legal Counsel for the City's Code Enforcement Board

Commissioner Hawkins asked if the City would have the opportunity to decide who they want to fill in at Code Board meetings in case the appointed counsel cannot be present.

Tom Carrino, City Manager, asked City Attorney Sasha Garcia to respond to that.

Attorney Garcia responded that the agreement appoints Matthew Frey as the primary attorney. He will notify staff if he is unable to make a meeting and which member of his firm will take his place. If there is an issue, the City could look for a third party to fill in for that meeting. She stated the notice would go to her and the City Manager.

Matthew Frey, Campione & Hackney PA, introduced himself to the Commission.

Attorney Garcia read Resolution Number 24-43 by title: A Resolution of the City Commission of the City of Eustis, Lake County, Florida, appointing counsel for the City's Code Enforcement Board pursuant to Chapter 162, Florida Statutes, and Chapter 2, Article III, Section 2-57(1)(C) of the City of Eustis Code of Ordinances; and authorizing the City Manager to execute said agreement.

Attorney Garcia opened the public hearing at 6:46 p.m. There being no public comment, the hearing was closed at 6:46 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Ashcraft, to approve Resolution Number 24-43. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

## 6. ORDINANCES, PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS

6.1 Resolution Number 24-25: Eustis Junior Panthers Donation

Attorney Garcia read Resolution Number 24-25 by title: A Resolution of the City Commission of the City of Eustis, Florida; authorizing a budget amendment to the Fiscal Year 2023-24 Police Forfeiture Fund budget; authorizing a donation to the Eustis Junior Panthers Football Program and authorizing the Finance Director to make the necessary budget amendment; and providing an effective date.

Mr. Carrino explained that the resolution had been revised but what was in front of the Commission was the correct version. He asked Attorney Garcia to explain the changes.

Attorney Garcia responded that the resolution was amended to include verbiage stating that the Chief of Police certifies that the funds from forfeiture were being used for lawful purposes under FSS Chapter 192.

Attorney Garcia opened the public hearing at 6:48 p.m. There being no public comment, the hearing was closed at 6:48 p.m.

Motion made by Commissioner Cobb, Seconded by Commissioner Ashcraft, to approve Resolution Number 24-25. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

Craig Capri, Police Chief, commented on the benefits to the community provided by the Eustis Junior Panthers football program. He indicated the funds to be donated are monies forfeited by criminals and will be utilized to help purchase uniforms for the players. He presented a ceremonial check to Coach Johnny Saunders.

The Commission confirmed that the Commission funds for donations had been distributed.

#### 6.2 Resolution Number 24-41: Approving a Site Plan with Waivers for a Self-Storage Facility at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069)

Attorney Garcia read Resolution Number 24-41 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a site plan with waivers for a self storage facility on approximately 1.07 +/- acres located at David Walker Drive and Huffstetler Drive (Alternate Key Number 3853069).

Jeff Richardson, Deputy Development Services Director, reviewed the proposed site plan and explained the requested waivers, including a waiver to Section 115-6.1(a) Building Façade to allow for no Designated/Defined Building Entrance; waiver to Section 115-6.1(d) Building Features to allow windowless buildings; waiver to section 115-6.1(e) orientation to allow for no designated/defined building entrance; and waiver to Section 115-6.1.2(b) - Metal Buildings to allow metal buildings along the David Walker Rd Frontage. He noted that MCI does allow metal buildings under certain conditions which the site does not quite meet; therefore, they are requesting the waiver.

Mr. Richardson reviewed the landscape plan and indicated that the site will be fairly heavily landscaped. He discussed the facade treatment of the buildings. He stated staff's recommendation for approval of the site plan and requested waivers. He explained they met all of the other criteria of the Land Development Regulations including the design standards other than the waivers. He indicated the waivers are unique to this type of facility.

The Commission asked if the entrance would be off of the Beall's parking lot with Mr. Richardson confirming the orientation. The Commission asked about the entrance and turn movement and whether or not there would be a fence around the facility.

Noel Barnett, engineer for the project, explained the turn movements into and out of the site and indicated it is adequate for a garbage truck as well as a fire truck with a 24 foot lane and 12 foot to 40 foot radii depending on the location.

The Commission asked why they put the facility in that parking lot rather than on Huffstetler with Mr. Barnett indicating they originally had two access points but eliminated one in favor of

the dumpster. He indicated that it will be very low traffic and there was no real reason for why they chose that location.

The Commission asked if there is a plan for a fence around the site with Mr. Barnett responding negatively. He commented on the landscaping and sidewalk and a retaining wall between the shopping center and their site.

The Commission questioned why they are not installing a fence with Mr. Barnett responding that was just the direction of the developer. He noted that if they wanted to add a fence they would have to come back to the Commission.

Attorney Garcia opened the public hearing at 7:02 p.m. There being no public comment, the hearing was closed at 7:02 p.m.

Attorney Garcia asked if the Commission wished to table the item and provide feedback to the applicant with the Mayor noting that the applicant may want to do that.

Attorney Garcia explained to Mr. Barnett that a vote to table would enable them to consider the feedback and bring the request back to the Commission without having to wait nine months.

The Commission commented on the facade and the possibility of including fake windows to improve the facade with Mr. Barnett commenting on the proposed facade and the inability of seeing the roll up doors from the street.

The Commission noted that the site will be pretty open and that the landscaping is not a security deterrent.

Motion made by Commissioner Cobb, Seconded by Vice Mayor Lee, to table Resolution Number 24-41. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

### **6.3 FIRST READING**

#### Ordinance Numbers 24-22, 24-23, and 24-24: Explanation of Ordinances for Annexation of Parcels with Alternate Key Numbers 1428360 and 1428386.

Ordinance Number 24-22 – Voluntary Annexation

Ordinance Number 24-23 – Comprehensive Plan Amendment

Ordinance Number 24-24 – Design District Assignment

Attorney Garcia read Ordinance Number 24-22 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd.

Mr. Richardson reviewed Ordinances 24-22, 24-23 and 24-24 pertaining to the annexation of 3.03 acres located at 1436 Pine Grove Rd. and 1451 Pine Grove Rd. and assigning a General Industrial future land use designation and Suburban Neighborhood design district designation. He confirmed all required notices were completed and stated the request was reviewed pursuant to Chapter 192, Code of Ordinances and Land Development Regulations. He indicated that the request is consistent with the surrounding land uses and utilities are available. He reported on the water recharge and soils. He noted that the properties are in a partial enclave. He stated staff's recommendation for approval.

Attorney Garcia opened the public hearing at 7:11 p.m. There being no public comment, the hearing was closed at 7:11 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Ashcraft, to approve Ordinance Number 24-22 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

#### **6.4 FIRST READING**

##### **Ordinance Number 24-23: Assignment of Future land Use for Parcels with Alternate Keys 1428360 and 1428386**

Attorney Garcia read Ordinance Number 24-23 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd. from Urban Low in Lake County to General Industrial in the City of Eustis.

Attorney Garcia opened the public hearing at 7:12 p.m. There being no public comment, the hearing was closed at 7:12 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to approve Ordinance Number 24-23 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

#### **6.5 FIRST READING**

##### **Ordinance Number 24-24: Assignment of Design District for Parcels with Alternate Keys 1428360 and 1428386**

Attorney Garcia read Ordinance Number 24-24 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Neighborhood design district designation to approximately 3.03 acres of real properties at Alternate Key Numbers 1428360 and 1428386, on 1436 Pine Grove Rd. and 1451 Pine Grove Rd.

Attorney Garcia opened the public hearing at 7:13 p.m. There being no public comment, the hearing was closed at 7:13 p.m.

Motion made by Commissioner Ashcraft, Seconded by Commissioner Cobb, to approve Ordinance Number 24-24 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Hawkins, Vice Mayor Lee, Commissioner Ashcraft, Commissioner Cobb, Mayor Holland

### **7. FUTURE AGENDA ITEMS AND COMMENTS**

#### **7.1 City Commission**

Commissioner Ashcraft complimented the Eustis High School Girl's Softball Team and noted they are playing for the regional championship on Friday.

Mayor Holland congratulated Commissioner Ashcraft on his recent wedding. He asked that City staff organize a parade and celebration in Ferran Park if the softball team wins the championship.

Commissioner Cobb asked for a workshop on the Live Local Act with discussion regarding a possible date.

Mayor Holland noted he had asked Mr. Carrino to contact the City of Tavares and see what their plans are for dealing with the issue. He added that he has a meeting in Ft. Lauderdale for the League of Cities at which he hopes to obtain additional information. He asked to postpone the workshop until after that meeting.

Discussion was held regarding the date for the workshop with a consensus to set the workshop for Thursday, June 13th at 5:30 p.m. Commissioner Cobb indicated she has another meeting in Orlando that date but could possibly make it.

Commissioner Cobb asked Rick Gierok to have the roadway cleaned up at Grand Island Shores and SR 44 due to debris caused by flooding. She also asked for an update on the islands and the Lake County Water Authority grant.

Rick Gierok reported on the island improvement project. He noted an accident that damaged one of the islands. He indicated the project is not done and another change order was just executed. Regarding the Lake County Water Authority grant, he reported that he received notice that two of their grants are being recommended by the Technical Advisory team to go to the Board for recommendation. One of the projects up for consideration is the Coolidge Street project. He indicated they requested \$900,000; however, the maximum award they give is \$500,000. He added that, based on their points, they could receive \$303,000. He stated that he would provide a presentation at the Board meeting.

Commissioner Cobb complimented Mr. Gierok on the new sign at the Clifford House and he reported that it was done inhouse by the City's sign department.

Mayor Holland asked for a report on the flooding that occurred in the Pine Meadows subdivision during the storm event with Mr. Gierok responding that staff reviewed the site and spoke with the contractor. He explained about the issue with the heavy rains during actual construction.

Commissioner Cobb asked about the road at Bennett Park and expressed concern regarding litter going into the stormwater system and into West Crooked Lake. She asked what could be done to keep the litter out of the drains and the lake with Mr. Gierok noting the number of manholes throughout the City.

Commissioner Cobb requested that staff contact someone regarding the Chargepoint charging stations to get them replaced as they are outdated. She provided a contact name to Mr. Carrino.

Mr. Carrino indicated that Elis Foreman has been working with Chargepoint who has provided proposals for one, three and five year leases. He stated that staff can look at other options as well.

Commissioner Hawkins complimented the Eustis High School coaches and thanked them for bringing the Blue and Gold football game to Corey Rolle Field. He noted it was a joint effort of the high school, Parks and Recreation and the Police Department. He commented on the unsightliness of the new Duke Energy power poles. He noted the poles in Mount Dora look much different.

Discussion was held regarding how the poles could be changed to look nicer.

Commissioner Hawkins commented on his attendance at an event supported by Advent Health. He stated that their health clinic needs help and asked that the City determine how the City could assist the clinic. He noted the amount of increase in poverty in the area. He added he would like to have some discussion about how to help them.

Mayor Holland stated he spoke to a representative and, upon his return, he would try to schedule a meeting.

Commissioner Hawkins noted that some of their funding has been cut and Commissioner Cobb noted that the North Lake Hospital District would be meeting soon.

Discussion was held regarding residents attending the hospital district meetings.

Vice Mayor Lee thanked Public Works for their work on the cemetery roads. She expressed appreciation for their work on the Clifford House. She thanked staff for the City Spirit Awards luncheon. She noted her attendance at the Lake Tech morning graduation and the Lake Sumter State College graduation.

## **7.2 City Manager**

Mr. Carrino announced that the joint meeting with Lake County for June 6, 2024 was cancelled and they are working on rescheduling it. He commented that the Downtown Master Plan draft document is in the editing process. He noted that one of the consultants has left the company. He reported that, regarding the Strategic Plan, staff is working with the consultant to provide a better timeline regarding that process. He stated they are working with the land use consultant and have scheduled individual meetings with key people including Mr. Keating.

Vice Mayor Lee and Commissioner Hawkins expressed concern regarding how slow the process has been with the Master Plan and Strategic Plan.

Mr. Carrino responded that a copy of the Downtown Master Plan with the edits would be ready for the Commission soon.

Mayor Holland expressed concern regarding whether or not the consultants are working well together. He emphasized the need to address that right away if it is a problem. Discussion was held regarding the need for that to be discussed in front of the Commission.

Mr. Carrino stated they do have different ideas about how to move forward and indicated they could schedule for them to come before the Commission together.

Commissioner Cobb cited the Community Service Awards banquet and the many Eustis award winners.

## **7.3 City Attorney - None**

## **7.4 Mayor**

Mayor Holland highlighted the Community Service awards and recognized the EHS Girls' Softball team. He expressed support for a celebration regardless of whether or not they win the championship. He commented on how involved the Commission is with all of the local schools. He noted his attendance at, not just the morning Lake Tech graduation, but also their GED graduation. He indicated that Lake Tech graduated almost 800 graduates the previous week.

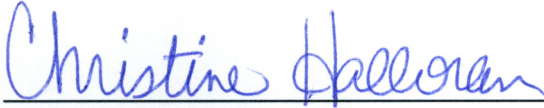


Vice Mayor Lee noted that Lake Sumter State College broke their record for number of graduates as well.

Mayor Holland commented on the need for the City to work with both of the schools.

**8. ADJOURNMENT: 7:50 P.M.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*



CHRISTINE HALLORAN

City Clerk



MICHAEL L. HOLLAND

Mayor/Commissioner