

REGULAR MEETING
TOWN OF LAKE PLACID TOWN COUNCIL
MONDAY JANUARY 9, 2012 5:35 P.M.

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday January 9, 2012 at 5:35 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Mike Waldron
Council Member Steve Bastardi

Town Clerk Arlene Tuck
Town Attorney Mike Swaine (In for Bert Harris)
Town Public Works Director John Komasa
Town Utility Director Gary Freeman
Town Police Chief Phil Williams

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Approval of monthly reports
- D. Approval of monthly bills, excluding bills to Royce Supply
- E. Approval of monthly bills to Royce Supply
- F. Accountability Statements

Council Member Royce made a motion to approve consent agenda Items A and B; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Council Member Royce made a motion to approve consent agenda Item C; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to approve consent agenda D; motion seconded by Council Member Waldron. On roll call, Council Member Royce, Council Member Bastardi and Council Member Waldron voted yes; Council Member Worley voted no. Motion carried 3 to 1.

Council Member Bastardi made a motion to approve consent agenda E; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi, Council Member Waldron and Council Member Worley voted yes; Council Member Royce abstained due to a conflict of interest. Motion carried 3 to 0.

Council Member Worley made a motion to approve consent agenda F; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

PRESENTATION:

- A. Town Mentors – Program Presentation – Mrs. Marlene Barger introduced the participants in the mentor program: Bill Compton, Jon Draper, Robert Barger, Joy

Eberhardt, Gary Hopfinger and herself. Mrs. Barger reminded the Council the program was a continuation of the program they presented in August 2011 concerning “Whether or not the Town needed a Town Manager”. Mrs. Barger stated the Council voted they were in favor of the Committee’s proposal which included mentors and flowchart schedules.

Mrs. Barger stated the Committee started working on procedures that were derived from the past three years of audit findings. The first procedure was for procurement process. Mrs. Barger introduced Rachel Osborne, the Town’s bookkeeper, who presented the Committee’s recommendation of a flow chart for procurement.

Ms. Osborne introduced Mr. Jon Draper who presented the Committee’s recommendation of a flow chart for Directors Preparation of Packets for Council Meetings. Mr. Draper also presented the Committee’s recommendation of an outline for presentation of items to the Town Council.

After both presentations, Mayor Holbrook called for a motion to accept the process improvement flowcharts. Council Member Waldron made a motion to move forward with this process; motion seconded by Council Member Worley.

Mayor Holbrook stated he would like the motion to also state we would start this process on March 1, 2012. The Mayor stated during the time before we start, we would be setting up meetings with the Council (liaisons) and department heads to get input from them.

The motion maker and the second agreed to include March 1, 2012 as the starting date for the process. On roll call, motion carried unanimously.

Mayor Holbrook stated he was wanting to appoint the following Council Members as liaisons to the specific departments:

- Council Member Royce – Public Works (Parks, Recreation, Streets, Cemetery)
- Council Member Worley – Police Department
- Council Member Waldron – Administration
- Council Member Bastardi – Utilities

Mayor Holbrook stated the Clerk would be setting up dates for each liaison and department head to meet with the Mentor Committee within the next month. Mayor Holbrook further stated that now the Council had approved the process, there would be no exceptions and zero-tolerance for department spending beyond allocations. He stated he wanted each department to present monthly budget status reports and that there would be no spending outside the purchase order process. Mayor Holbrook also stated Council would be setting a 3-minute time limit on Council Member discussions per topic. He further stated he wanted everyone to understand he was in full support of the process improvement efforts and orderly Council Meetings.

- B. RFP for Professional external auditing services – Mrs. Tuck stated we had received one RFP for the professional external auditing services we had advertised that contained the required information. The company was Powell and Jones from Lake City, Florida. Mr. Richard Power, representing Powell and Jones was present and insured the Council all work would be done in house and that they would be completed by the first or

second week of February. The total, absolute fee would be \$18,825.00. Council Member Worley made a motion to accept the proposal for accounting services from Powell & Jones, Certified Public Accountants; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

- C. Keep Lake Placid Beautiful – Bill Brantley, President of Keep Lake Placid Beautiful, gave an update on the funds available for KLPB and what the funds are used for. Mr. Brantley stated he has been speaking to several groups and organizations to see if any of them are willing to take a certain area of the Town and maintain it. He stated the Lake Placid Jaycees are willing to maintain Stuart Park; however they feel it is not appropriate to continue having the Lions Club sign above the pavilion if they are going to maintain it. Mr. Brantley he tried to contact someone from the Lions Club but was unsuccessful. He stated background check has been done by the Town and him and no one can find any requirements that the sign stay. He asked Council if the sign could be removed. Council Member Waldron made a motion to remove the Lions Club sign from the pavilion at Stuart Park but to retain the sign; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- D. Chamber of Commerce – Waive Park fee for Caladium Festival – Mrs. Eileen May was present and asked the Town Council if they would consider waiving the park fee for the Caladium Festival. She stated the Committee needs to get prices together and being as the Town does not have any prices at this time, they do not want to be presented in July or August, when they had not charged enough to cover the cost of the park fee. Council Member Waldron made a motion to waive the park fee for the Caladium Festival for this year; motion seconded by Council Member Worley. On roll call, Council Member Worley and Council Member Waldron voted yes; Council Member Bastardi and Council Member Royce voted no. Mayor Holbrook voted yes to break the tie. Motion carried 3 to 2.

PUBLIC HEARINGS:

- A. Ordinance 2012-643 –Recreation Impact Fees (1st hearing) Mayor John Holbrook read the title of Ordinance 2012-643. After some discussion, Council Member Royce made a motion we pass Ordinance 2012-643 on first reading as presented with one change and that change will be on the Ordinance page 9, Section 5-31(3), entitled User Fees and the amended language that I am going to suggest: “The Town shall collect user fees as hereinafter defined from every person utilizing the recreational facilities of Lake June Park, unless specifically exempt as below provided.”; so I am adding the recreational facilities of Lake June Park; motion seconded by Council Member Waldron. On roll call, Council Member Royce, Council Member Waldron and Council Member Bastardi voted yes; Council Member Worley voted no. Motion carried 3 to 1.

DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

- A. Town Planner:
1. Council Member Worley –CRA – Council Member Worley gave an update on the Town forming a CRA. She asked Council for permission to invite representatives from the Florida Development Association to present a program to the Town Council concerning the CRA (Community Redevelopment Agency) and how it could benefit the Town. Council Member Bastardi made a motion to approve the expenditure of up

to \$500.00 from administration to cover travel expenses and coincidental expenses for a consultant to come talk to us about the CRA and allow Council Member Worley to continue with the annexation letters; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

B. Public Works Director:

1. RFP for street light retro fit - Mr. Komasa stated the RFP was for the retro fitting of new street lights on Interlake Boulevard, Main Avenue and Dal Hall Boulevard. Mr. Komasa stated the bids were opened this morning. He further stated we had received four bids: Energy Saving Systems (\$26,325.00), Comer Electric (\$44,964.00), Central Contractors (\$46,442.00) and Advanced Power Tec LLC (\$66,672.00). Mr. Komasa stated his Staff was recommendation the bid from Energy Saving Systems, which was the lowest bid. Council Member Waldron was concerned about how much it is going to cost the Town to get rid of the old lights and ballast. Being as no one knew how much it could cost to get rid of the old lights and ballast, the Council decided the hold off on this matter until prices could be brought back. Council Member Worley made a motion we table the bids until we get further information (the cost effectiveness of the saving for the rest of the year and the cost of the disposal of the current bulbs and also contacting Sebring and other communities to see if they would like the bulbs and ballasts; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Sidewalks and Streetlights along Hillcrest – Council Member Royce – stated the developers of Highlands Cove have some extra monies they are considering spending on sidewalks and streetlights. Council Member Royce stated, by the PD Ordinance, they were suppose to put in a multi path, which they did. However, the comments they have gotten back from the residents is that the street and path both being black makes it very dark at night. Council Member Royce stated the developer is potentially interested in sharing the cost with the Town. Mrs. Tuck stated she would contact Progress Energy and request that they do a survey concerning installing some street lights along Hillcrest.

Council Member Royce stated he would also like to see us finish off the sidewalk on Hillcrest; from the development to the north end of the post office right-of-way on the east side. Council asked Mr. Komasa to look into what it would cost to add the section of sidewalk.

3. Cemetery Program – Mrs. Tuck stated the cemetery program the Town presently have has run out and the company is no longer in business. She stated she would like permission for Mr. Komasa to put out an RFP for a new cemetery program. Council Member Royce made a motion to ask Mr. Komasa to start gathering information as to the range of prices negotiated with a new cemetery program software and return it to the Council within thirty (30) days; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

C. Utility Director:

1. Update – South WWTP Consent Order - Mr. Freeman stated he had information concerning projects that are in the consent order by DEP that need to be completed, but he does not know where he is going to get the money. He stated at this time it is not an emergency. Council asked that Mr. Freeman come back to the next meeting

with proposals for where the money could be obtained to accomplish the projects needed to be completed.

D. Police Chief – no comments

E. Town Attorney:

1. Council Member Worley – Quickbooks request – Council Member Worley presented a proposal from Carlos R. Roman, to train the Town employees in Quickbooks. Atty. Swaine stated, after reading Mr. Roman's letter it does not intend to fix the problem. Atty. Swaine stated his understanding was that Mr. Roman stated he knows how to redact the information that has to be removed from the Quickbooks program, but his proposal is not for that. His proposal is to train staff in Quickbooks. Atty. Swaine stated Atty. Harris said he would be glad to call Mr. Roman and explain to him what the Town was actually looking for was how to redact the information. Atty. Swaine stated Atty. Harris stated there were some other things he wanted Mr. Roman to also put in his proposal, such as confidentiality agreement. Atty. Swaine stated he would relay the information to Atty. Harris.

Council Member Royce stated his understanding is that Mr. Roman will train the employees to redact the information. Council Member Worley stated that was her understanding.

2. Banner Location Resolution – Atty. Swaine stated Atty. Harris said he thought he put in all that Council had requested, but he still had a lot of unanswered questions. Council Member Royce suggested the Council do two Resolutions. One would be a community banners Resolution for DeVane Park and Stuart Park; and continue to work on a community banners Resolution across County Roads. Council felt this was a very good idea and asked Atty. Swaine to instruct Atty. Harris to proceed with this process.

F. Town Clerk:

1. Mrs. Tuck informed the Council and audience that the Town has an election coming up April 3, 2012 for two Council seats (Council Member Royce and Council Member Bastardi). She stated the qualifying period will be noon February 13, 2012 to noon February 17, 2012.

Council Member Bastardi made a motion the meeting adjourn; motion seconded by Council Member Waldron. Mayor Holbrook hearing no objections declared the meeting adjourned at 9:30 P.M.