

REGULAR MEETING
TOWN OF LAKE PLACID TOWN COUNCIL
OCTOBER 10, 2011 5:35 P.M.

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday October 10, 2011 at 5:35 P.M. 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 Steve Bastardi

Town Clerk Arlene Tuck
Town Attorney Bert Harris
Town Utility Director Gary Freeman
Town Police Chief Phil Williams
Town Public Works Director John Komasa

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Approval of monthly reports
- D. Approval of monthly bills
- E. Accountability Statements
- F. Resolution 2011-13 Rollover of Capital and Grants
- G. Resolution 2011-14 Fund Balance Policy
- H. Approve transfer from Cemetery Trust to Cemetery Account (See Ord. 2011-636)

Council Member Bastardi made a motion to approve items A, B, C, D, and E under the consent agenda; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

ITEM F. Resolution 2011-13 Rollover of Capital and Grants – Mrs. Tuck explained that this Resolution would allow the funds for projects that are being completed with capital funds and/or grants to be rolled over to the next fiscal year for completion. Council Member Bastardi made a motion Resolution 2011-13 be approved; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

ITEM G. Resolution 2011-14 Fund Balance Policy - Mrs. Tuck explained that this is a policy that is being requested by the Florida Governmental Standards. The Council was concerned about the enterprise funds, especially utilities having to maintain 33%. Council Member Royce made a motion to table Resolution 2011-14 for further research and conversation and discovery; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

ITEM H. Approve Transfer of Cemetery Trust to Cemetery Account (\$34,800.85) (Due to/Due froms) Mrs. Tuck stated she and Mr. Davis, of Wicks, Brown, Williams & Co. researched this matter back to 1993, when the account was first opened. She stated the Cemetery operating fund placed \$25,000.00 into a CD, by request of the Town Council. Over the years it has been reclassified as Cemetery Trust monies. Council felt they did not want to see the perpetual care

loss \$34,800.85. Council Member Bastardi made a motion to reclassify the funds as Cemetery Trust Account monies and leave it in the Cemetery Trust Account; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

Mrs. Tuck reminded the Council at the last meeting they had discussed the Due tos/Due Froms Wastewater that were owed to General Fund and water. She stated the Council wanted the amounts to be paid to the specific departments. However, being as the wastewater fund does not have the money at this time to repay the General Fund (\$52,726.27) and the Water Department (\$76,505.37), that the payments be made over time. Mrs. Tuck stated she had included an amortization schedule for Council's review. Council Member Royce made a motion the amortization schedule attached to Ordinance No. 2011-636 as attachment A be approved; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

PUBLIC HEARINGS:

- A. Ordinance 10-625 – Local Preference – Adoption Only – Council Member Worley stated she felt in Section 4-1.1 Competitive Bidding – should be changed to state a specific amount instead of more than five thousand dollars (\$5,000.00). Council suggested that any place it states “in excess of \$5,000.00 or more than \$5,000.00”, it be changed to “\$5,000.00”. In other words, the first line under 4-1.1 should read: “Any purchase involving an expenditure of ~~more than~~ five thousand dollars (\$5,000.00) ...” and in the first line under 4-1.3 it should read: “In the event that the purchase price of the item to be purchased is ~~in excess of~~ five thousand dollars (\$5,000.00) ...”. Council Member Worley made a motion to adopt Ordinance 10-625 with the one change as suggested; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

DEPARTMENT HEADS:

- A. Town Planner:
 1. Council Member Royce stated he sat on the interviewing committee for a new employee with the Planning Department. He stated a gentleman had been selected who he feels is going to do a good job for the County. Council Member Royce stated being as Mrs. BuChans is now a Planner II, we will be working with the gentleman who was recently selected. He stated he felt we will be in good hands.
- B. Police Chief:
 1. Approval to purchase fingerprinting scanner – Chief Williams stated he had over \$20,000.00 in his donation fund and would like to move \$15,000.00 from the donation fund to the operating fund so that he can purchase a fingerprinting scanner for the Department. Council Member Royce made a motion that we authorize the transfer of \$15,000.00 from the police department's donation fund to their operating account and ask the Chief to bring back a proposed contract to buy the fingerprint scanning equipment; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Chief Williams stated they charge \$5.00 for fingerprinting at this time. Council Member Bastardi stated he felt the Chief should investigate if \$5.00 is sufficient to recover the costs involved. Chief Williams stated he would look into it.

- C. Utility Director:

1. Mr. Freeman gave the Council a list of charges for retrofitting the Town of Lake Placid lift stations. To completely redo 10 lift stations with all new parts would cost approximately \$111,000.00.

To fix the 10 lift stations, but not including things such as: providing and/or installing new lift station control panels, providing and/or installing new float switches and mounting brackets inside lift stations, any costs that may be incurred to replace and/or repair damaged materials inside existing lift station control panels, found during retrofit scope of work, any costs that may be incurred by power company for disconnection and reconnection of electrical services, meter cans, etc, and any power and/or pumps that may be needed to keep lift station operable during the electrical retrofit scope of work would run approximately \$98,276.00

Council Member Royce made a motion to instruct Mr. Freeman to deliver an appropriate specs for the electrical work and seek bids, as well as seek the appropriate specs for the bid package for the pond work and bring it back to the Council for their consideration; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

D. Public Works Director:

1. Bid selection for Mower – Mr. Komasa stated we received one bid for the purchase of a new mower for the public works department. Council Member Worley stated she did not feel the bid had been published for a sufficient amount of time. Mr. Komasa stated the bid was published in the Highlands Today newspaper last Wednesday and he had also furnished copies of the bid to the different businesses he knew sold the equipment we were looking for. Also the one bid we received was State Contract bid.

Council Member Worley made a motion that the bid received be rejected and that Mr. Komasa rebid the mower and for a bid operating of the morning of the 24th of October 2011; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

2. Mr. Komasa stated back in August he approached the Council about purchasing a new tractor for the public works department. He stated with the additional work now on U.S. Highway 27 he is in dire need of a new tractor. He stated he and Council Member Bastardi had seen some demonstrations of some tractors. He also stated he has recently seen another demonstration. Council Member Royce made a motion to allow Mr. Komasa to develop specs in the range discussed tonight, and if he is satisfied that the proper specs can be achieved then to enter the bid process and have a bid process that is at least nine days long; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

E. Mayor:

1. The Mayor announced we had two individuals who were interested in filling Council Member Davis's seat – Tom Katsanis and Ken LeBlanc. He stated we were still taking resumes, but to please remember you must live within the town limits to qualify.

2. The Mayor announced we had engagement letters from both Wicks, Brown, Williams & Co. and LarsonAllen. He stated LarsonAllen was willing to do the same thing as last year. He stated with as late as it is now, he was suggesting we stay with Wicks, Brown, Williams & Co. for the audit and LarsonAllen for the accounting assistance. Council Member Worley stated her understanding from LarsonAllen is that if they assist us, they cannot apply for the audit work the following year. She stated it was some type of understanding that they could not be involved with the Town for one year. The Mayor stated he and the Town Clerk had met with LarsonAllen and his understanding was that they could not work on the previous year's audit. Council Member Royce stated that was his understanding also.

Council Member Royce made a motion that we accept the engagement letter from Wicks, Brown, Williams & Co. to perform our audit with the provision they agree to issue all their reports and their final audit no later than January 31, 2012; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

3. Council Member Royce stated he would like for us to ask Julie Fowler of LarsenAllen to come down and discuss with us what they anticipate they will be doing and how many hours it will take. Council Member Worley stated she has been working with Rachel Osborne, the Utility Bookkeeper, and that they have a power Pointe they would like to present. She stated Rachel had some good ideas about what needs to be done.

Council Member Royce made a motion we table the engagement letter with LarsenAllen until October 24, 2011 at 5:35 or shortly thereafter at this very location; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Council Member Bastardi made a motion the meeting adjourn; motion seconded by Council Member Royce. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:15 P.M.