

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 (1<sup>st</sup> 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.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY FEBRUARY 13, 2012 5:35 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday February 13, 2012 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 Steve Bastardi  
Council Member Mike Waldron  
Council Member Debra Worley  
Council Member Ray Royce

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, excluding bills to Royce Supply
- E. Approval of monthly bills to Royce Supply
- F. Accountability Statements
- G. Appointment of Laura Teal, as a voting member for the Town to RPAC Committee
- H. Reappointment of Mayor John Holbrook as alternate on RPAC Committee.

Council Member Royce made a motion to approve items A, B, C, D, F, G and H with two changes, moving 6. E. Town Attorney to follow 5. A; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Council Member Worley made a motion to approve item E; motion seconded by Council Member Waldron. On roll call, Council Member Worley, Council Member Waldron and Council Member Bastardi voted yes; Council Member Royce abstained from voting due to a conflict of interest. Motion carried 3 to 0. (Form 8B – Memorandum of voting Conflict for

County, Municipal, and other Local Public Officers, signed by Council Member Royce, attached).

**PRESENTATION:**

- A. Keep Lake Placid Beautiful – Bill Brantley, Chairman – Presented to Council that KLPB was applying for a forestry grant for trees. Mr. Brantley stated he would like to see the trees planted around the new facility the school board will be constructing south of the elementary school and north of Marquta. This is the facility they are trying to pass through RPAC for the field house and community restrooms. Mr. Brantley stated he was at the meeting to make sure it is okay with the County to place the trees on School Board property. Council seemed to think it was a good idea and would soften the area around the facility.
  
- B. Mr. Brantley stated, as a School Board Member, he had just done a walk thru of the schools. He stated the Board Members were amazed at the usage by the citizens in Town of the tennis courts. They noticed more parking was needed along Green Dragon Drive and asked if the Town would support the School Board going to RPAC to ask for funds to build a lot containing approximately twenty parking spaces and two more courts. Council Member Royce made a motion to authorize the Mayor to execute a letter of support from the Town on behalf of the Highlands County School Board to RPAC; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
  
- C. Todd Moore – Stated his Committee to Clean the Cemetery would be holding a clean-up day on March 3, 2012 and asked if the Town could furnish them some garbage bags. Mr. Komasa stated he would obtain some for the use.

**PUBLIC HEARING:**

- A. Ordinance 2012-643 – Recreation Impact Fee – Council Member Bastardi made a motion to approve Ordinance 2012-643 on second hearing by reading of title only and adopt with amendments; motion seconded by Council Member Royce. 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.

**DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:**

- A. Town Attorney:
  - 1. Quickbooks Request – Atty. Harris stated he had drafted some additional language for the scope of services for inclusion that would basically say that the CPA firm is to design how we pull the protective data out of the public records to make it completely



available to the public, as cost effective as possible and how we modify the system going forward to minimize the protected data in the public record and make it easier and cheaper to produce.

2. Utility Interlocal Agreement with Highlands County – Atty. Harris presented a redline proposed Interlocal Agreement which he stated was changes made by him, after discussing it with Council Member Royce, but that the document was actually produced by County Attorney Ross MacBeth. Council Member Royce made a motion to approve this Interlocal Agreement between the Town of Lake Placid and Highlands County for the transfer of utilities and submit it to the Highlands County Board of County Commissioners for their consideration; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
3. Council Member Waldron made a motion to adopt a Resolution authorizing the Mayor to transmit the Interlocal Agreement, once executed, to the County Commission for further action and designating Council Member Royce to speak for the Town with Atty. Harris when this comes before the County Commission; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
4. Banner Location Resolution for Parks – Council Member Royce made a motion to approve the Resolution of the Town Council of the Town of Lake Placid, Florida regarding Community Event Banners in Town Parks with the two blanks filled in that were provided to us on Section 2. B including the 51 feet and the next blank to be 12 feet in height; motion seconded by Council Member Worley. On roll call, Council Member Royce, Council Member Worley and Council Member Waldron voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.

B. Town Utility Director:

1. Update – South WWTP Consent Order – Atty. Harris stated he has had a discussion with DEP concerning placing the south wastewater plant on a standby status and DEP was very acceptable to the status. This would allow the Town to transfer the flow going into the plant at this time to the North plant and repair the south plant on the Town's time without losing the 60,000 gallon a day capacity. Atty. Harris stated he had a discussion with Scott Seignious of Central Contractors and Mr. Seignious did verify that the electrical panels definitely needed to be upgraded, but that it could be done by phases. The ponds, which was a \$130,000.00 cost, does not need to be upgraded according to DEP. They simply require that it be made better. DEP also stated as long as the engineer states the ponds will work alright without raising them, they can stay where they are. Atty. Harris stated if the Council wants to divert the flow to the north plant and reduce the projects to be done at this time, let Staff get together with the engineer to get his recommendations in writing and then get with DEP, get their written document and come back to Council for their approval.

- Council Member Royce made a motion to authorize, upon approval of the Mayor, the loan and transfer of up to \$20,000.00 from the wastewater capital account to the wastewater operation account to be utilized for the I and I process and subsequent minor repairs and to accept the bid as presented by Mr. Freeman; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
2. Council Member Royce made a motion to authorize the Mayor to transfer, as a loan, up to \$7,500.00 from the sewer system capital account to the sewer system operating account if he feels after discussion with Staff it is appropriate to move forward with plans with Polston Engineering (plans to redirect flow from the South WWTP to the North main WWTP) to provide construction plans to reroute and manifold together, as required, the force mains for the Placid Campgrounds, Lake Country Elementary, The Terraces and the behind Oasis Carwash to direct the flow back to the North Main Street WWTP; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

C. Police Chief:

1. Code Enforcement – Erin Berger – representing JP Morgan/Chase Bank (Re: 205 S. Oak Street) – Ms. Berger stated she represents Chase Bank, who is currently holding the mortgage on property located at 205 S. Oak Street, Lake Placid, Florida. She stated she has been informed there is a lien against the property for code violations of \$16,325.00. She stated the property has not gone into foreclosure as yet and her client, Chase Bank, would request any mitigation of that fine. She stated Chase Bank is willing to pay it right now if the Town would mitigate it for 10% or \$1,600.00, and Chase Bank will continue to maintain the property. Council Member Royce made a motion the Town will agree to settle with the petitioner, JP Morgan/Chase Bank, at 50% of the accrued penalties and fees as of February 13, 2012, if paid within thirty (30) days; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Flea Market at Tower Plaza – Council Member Worley – stated she would like to discuss reopening the flea market at Tower Plaza. She stated she would be the owner of the flea market. She stated she was appearing before Council because in the Code Book it states the Council approves the issuance of a flea market permit. Council Member Waldron made a motion to duly license Debra Worley for the operation of a flea market as stated in the Town of Lake Placid Code Book Chapter 74, Section 74.1, 74.2 and 74.3 subject to Council Member Worley providing a parking and sanitation plan to the Chief of Police and that the permit is depended upon the Chief of Police approving the parking and sanitation plan and sanitation plan; motion seconded by Council Member Royce. On roll call, Council Member Waldron and Council Member Royce voted yes; Council Member Bastardi voted no; and Council

- Member Worley abstained from voting due to a conflict of interest. Motion carried 2 to 1.
3. Police Reserves – Chief Williams stated he has a group of certified police officers who are signed up with the Police Department as reserves. He stated Mrs. Tuck and he have had some discussion on how many the police department should have. He stated there is some cost for the reserves due to insurance. Mrs. Tuck stated Chief Williams has seven reserves at this time and she would like to see Council set a maximum of nine reserves. Council Member Waldron made a motion set a limit of nine reserve officers for the Lake Placid Police Department subject to the Mayor's approval on anything over that if required for additional reserves to be added; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

D. Public Works Director:

1. RFP for street light retro fit – Mr. Komasa stated he would like to know what Council wants to do about the bid that was put out for the street light retro fit lights. Council Member Royce made a motion to reject all previous bids that had been presented and accepted for the street light retro fit project; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
2. Resolution for Maintenance at Lake June Park – Mr. Komasa presented Council with a Resolution stating the Town's maintenance responsibilities at Lake June Park. He stated he has been questioned by some of the leagues on what the Town's responsibility is and what the leagues responsibilities are. Council Member Bastardi made a motion to approve the Resolution as presented; motion seconded by Council Member Royce. On roll call, Council Member Bastardi, Council Member Royce and Council Member Waldron voted yes; Council Member Worley voted no. Motion carried unanimously.
3. Sidewalks and Streetlights along Hillcrest – Council Member Royce stated he understood the Mayor and Mr. Komasa had spoken with Progress Energy concerning streetlights along Hillcrest. Mr. Komasa stated Progress Energy said the fee would be \$2,000.00 to install nine 12' poles and lights and \$12.00 per month for the electric per pole. Council Member Royce made a motion Mr. Komasa get with the owners of the apartment complex and see if they are willing to contribute the full cost of the construct and implementing of that type of lighting system; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Council Member Waldron had to leave at this time due to a family emergency.

4. Council Member Royce stated he would like to see Mr. Komasa figure out how much it would cost if the Town Staff went in and constructed a new sidewalk from the Post Office property right-of-way, not on their property, from the edge of the right-of-way, and let's just get an idea of whether we are talking about a couple thousand dollars or

whatever and that would finalize the combination of sidewalk and multi-use path from Dal Hall Boulevard to Heartland Boulevard. Council suggested Mr. Komasa discussing with the Postmaster if they would be willing to allow the sidewalk/multi-path on Post Office right-of-way.

5. Transportation District 3 – Council Member Royce stated there is in Transportation District 3 impact fee approximately \$420,000.00 that Highlands County has collected in transportation impact fees that the County has in the bank. That money needs to be spent or obligated within the next year or the County is going to have to figure out how to give that money back to the appropriate people. That money has to be spent on a transportation project basically Lake Josephine south. That money has to fund a project that involves future capacity. Council Member Royce stated he had a meeting with the County Engineer and they discussed three options: (1) to rebuild north Tangerine from West Interlake to Heartland Boulevard. Council Member Royce stated at this time the County Engineer is not sure whether that meets the criteria necessary for using impact fee money; (2) making improvements for West Interlake from basically the Circle, passed Green Dragon Drive up the hill to Tangerine. In effect we may just come in there and three lane West Interlake Boulevard from the Circle to perhaps making improvements to West Interlake at Tangerine and maybe a center turn lane; and (3) extending South Tangerine from where the School Board Bus Barn is, kind of behind the middle school and high school, down the property line, (the Grigsby property) turn left at what would one day be Marquta and just build a new road that will in effect go around the School Board property. Council Member Royce stated he would continue to pursue this unless someone thinks otherwise. Council Member Worley and Council Member Bastardi stated they felt Tangerine would be there number 1 choice if anything could be done to correct it. Council Member Royce stated he would continue to work on the capacity and functionality of Tangerine and where Tangerine intersects Heartland Boulevard.
6. Recreation Impact Fee – Council Member Royce stated there was approximately \$1,668.00 in Recreation Impact Fee funds and that we had already obligated that money to be swept into the RPAC project at the high school.
7. Railroad Crossing Maintenance – County Response – Mrs. Tuck stated Council Member Bastardi had asked for us to request the County pay for the railroad crossing maintenance being as the tracks are on a County road. Mr. Komasa to check with Sebring and Avon Park about who maintains their crossings.
8. County Interlocal Agreement for Recreation – Council Member Royce stated after reading the County Interlocal Agreement for Recreation he is concern with Item 2 (d) “Capital expenditure” means any expenditure for any item or group of similar items costing more than \$1,000.00. He further stated he is also concern with Item 4. He stated he is concerned about Exhibit B to be attached to the Interlocal Agreement. He stated the way he reads it is that we have to deduct whatever fees we collect from our total expenses before requesting our funds. Council Member Royce stated he feels the

Agreement should say “per the Town’s adopted budget as amended from time to time”. Council Member Royce made a motion that Council agree to the County’s Recreation Interlocal Agreement that was provided by the County with one modification and that modification being to Item 2.(d) to read “Capital expenditure” means any expenditure for any item or group of similar items costing more than \$1,000.00, excluding Maintenance or Operation expenses; motion seconded by Council Member Bastardi. On roll call, Council Member Royce, Council Member Bastardi and Council Member Worley voted yes; Council Member Waldron had left the meeting. Motion carried 3 to 0.

9. County Recreation Interlocal Agreement – Council Member Royce made a motion that if there are some other provisions that negatively affect our ability to collect up to \$110,000.00 that the Agreement be amended prior to signature by the Mayor; motion seconded by Council Member Worley. On roll call, Council Member Royce, Council Member Worley and Council Member Bastardi voted yes; Council Member Waldron, had left the meeting.

Council Member Bastardi made a motion the meeting adjourn; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MARCH 12, 2012 5:35 P.M

The regular meeting of the Lake Placid Town Council was called to order by Mayor John Holbrook on Monday March 12, 2012 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 Steve Bastardi  
Council Member Mike Waldron  
Council Member Ray Royce

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

ABSENT:

Council Member Debra Worley

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
- G. Approval of revised Interlocal Agreement between Highlands County and Town for Highlands Utilities

Council Member Royce made a motion to approve Consent Agenda items A and B; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Mr. Komasa stated we had an emergency which came up recently. Due to a high wind situation, a tree that was on Town right-of-way, fell into a citizen's yard and was lying across her wooden fence. After discussing the situation with the Mayor and getting his approval, Mr. Komasa stated he received three bids and went with the lowest bid, which was less than \$735.00. Mr. Komasa stated he would appreciate if Council would add this bill to the pending bills to be paid. Council

Member Royce made a motion to approve Consent Agenda items C, D, and F and the immediate payment to the Thunderstruck Land Clearing ; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to approve Consent Agenda item E; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes; Council Member Royce abstained from voting due to a conflict of interest. On roll call, motion carried 2 to 0.

Council Member Royce stated he left out the Interlocal Agreement between Highlands County and the Town for the transfer of the Lake Placid Utilities because he wanted everyone to know that this agreement is the exact same agreement that the Council submitted from a month ago with the deletion of one paragraph and it has been approved by the Highlands County Board of County Commissioners and he stated he strongly encouraged Council to pass it. Council Member Royce stated he wanted to applaud the members of the County Commissioners because we had very strong support last Tuesday for moving this to the goal line. In particular Chairman Richie, Commissioner Harris, Commissioners Elwood, and Commissioner Handley were very supportive of the Town. So he wanted to thank them.

Council Member Royce made a motion to approve Consent Agenda item G; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### PRESENTATION:

##### A. TIP Program Presentation:

1. Team A's suggestion: Brush be dumped at the South WWTP and burned a couple times a year. This would save the Town approximately \$6,000-\$7,000 a year, plus wear and tear on vehicles taking the brush to the dump site and fuel.
2. Team B's suggestion: Install safety lights on all Town vehicles. This would improve safety because citizens could see the vehicles that are usually going slower, frequent stops, etc.
3. Team C's suggestion: Repaint/restripe traffic lines and crosswalks in school zone on Green Dragon Drive. This is to improve safety.
4. Team D's suggestion: Supply phone for all employees for contact from each other and office employees. This will improve productivity and improve efficiency.

After much deliberation, Council Member Royce made a motion to thank the employees of the Town of Lake Placid and find that they have met the obligations associated with the TIP program and authorize the Clerk to pay them their quarterly TIP incentive payment to all the Town employees who participated; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to reward Team A for their suggestion with the additional \$250.00; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

#### PUBLIC HEARINGS:

- A. Ordinance 2012-644 – Amending 2012-643 to include Resolution for Impact Fees for Recreation (1<sup>st</sup> hearing) Council Member Royce made a motion to approve Ordinance 2012-644 on first hearing by reading of title only; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- B. Ordinance 2012-645 – Amending Section 135-12 – Refund of Deposits (1<sup>st</sup> hearing) – Mrs. Tuck stated Staff was requesting the Ordinance because our present Ordinance does not state when we return deposits put up for utilities. Atty. Harris suggested some changes to the Ordinance which Council agreed with. Council Member Royce made a motion to approve on first hearing Ordinance 2012-645, as amended through Council discussion this evening; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS :

- A. Town Planner: Not present
- B. Police Chief: No comments
- C. Public Works Director:
  1. Hoz Compton – Discussion on sidewalks on South Main Avenue – Hoz Compton was present and stated he would like Council to reconsider placing sidewalks along South Main Avenue. He stated the County will be getting a grant from Safe Routes to School to do a sidewalk from NuHope to Phoenix Street and that he would like to see the Town complete it to the sidewalk on Marquta, for the safety of the children walking from school. He would also like to see the sidewalk on the east side completed from Wauchula State Bank to Plumosa so that the children walking and crossing the sidewalk will have a sidewalk on the east side to walk on. This would also give residents who walk a sidewalk on South Main Avenue. Mr. Compton stated he has checked with the Town Clerk and found out the funds to complete this project have been budgeted for the last several years. He also stated, while attending one of the Safe Routes to School meetings, he asked the County Engineer if he would be willing to help us with the engineering and Mr. Gavarrete stated he would help in whatever way he could. Council Member Waldron made a motion that Mr. Komasa readvertise for construction of sidewalks on the east side of South Main Avenue from Wauchula State Bank to Plumosa and from Phoenix to Marquta on the west side; motion seconded by Council Member Royce. On roll call, motion carried unanimously. Council Member Royce did remind Mr. Komasa he needs to check with the County about South Main Avenue being County road.



2. Park Agreement – Mr. Komasa stated he would like to revise our Park Agreement with citizens who rent the parks for activities. He stated recently a function was held at DeVane Park and, even though our Agreement states no vehicles parked on the grass, they had approximately fifteen cars parked right up to the gazebo. Council Member Royce stated he felt Council could instruct Staff to change the agreement to read “no vehicles are to cross the sidewalk ring for any reason without a special variance from the Town Council”. Mayor Holbrook stated his understanding was that we are authorizing Atty. Harris to go ahead with modifying the Ordinance to state by Resolution we are going to set rules for the use of the Town’s parks. Council Member Royce made a motion that we authorize the Mayor to approve a new rule for the use of the Town parks rules sheet; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously. Council Member Royce stated he wanted to change #2 where it states no one is to drive or park on the grass, to don’t go inside the sidewalk circle without a variance from the Town Council for any reason.

D. Utility Director:

1. Atty. Harris gave an update as to Lake Placid Utilities and Highway Park. He stated the Interlocal Agreement was signed by the County and Town. The following are items we will be working on:
  - a. We committed to hire County employees, should they want to come with us. Gary has dispatched a letter to Ramon (County Engineer) saying if anyone wants to come, please let us know, otherwise Gary will go out and advertise for new employees. Atty. Harris stated the positions need to be approved by Council. Gary needs to set the approval by Council of the hiring and pay ranges for the next meeting.
  - b. We will need two checks to do the closing: 1) one in the neighborhood of \$250,000.00 for the outstanding debt, financed by the Bank of America; and 2) also a \$18,450.00 payment and that is for the old deposits fronted by the County. Staff is suggesting that these amounts come out of the capital improvement reserves as a loan. Gary will bring this back to Council at the next meeting.
  - c. Line of credit. Staff feels the Town has enough that a line of credit is not needed at this time.
  - d. All loans that have been received so far should be booked as loans, along with all new ones.
  - e. Rate Study – Gary will be contacting Florida Rural Water for assistance with the rate study. Gary will be bringing this matter to Council in thirty days to decide how to proceed with the rate study, in other words, we have 15 or 20 graduated rates, do we want to stay with them or go with one like the County that is only 4 or 5. You might want to unify residence and commercial rates.

Atty. Harris suggested we might want to do a workshop on the rate study. Council Member Royce stated he wanted a work shop before starting on the rate study. He wants more input into the different rate schedules and understand all the different methods. Council decided to leave it up to the Mayor to call a workshop whenever he felt it appropriate.

Mr. Freeman handed out some examples of possible offices for the new utility department. He asked Council to review them.

2. Quickbooks – Atty. Harris stated he has discussed further with Carlos Ramon about this situation. Atty. Harris stated Mr. Ramon actually stated he needs to look at the system before he can give us a definite yes or no whether the information can be redact as requested by Council. He stated his fee would be \$150.00 per hour plus all costs (mileage, copies, etc.), or \$125.00 over May 15, 2012. Atty. Harris stated this information has been made available in hard copy, however we are trying to get it into an electronic format for the public. Council Member Bastardi made a motion to approve the agreement with Carolos R. Roman for up to \$900.00, at \$125.00 per hour with the two tasks suggested by Atty. Harris (1. Tell us if there is a way to dig this data out free of the protected information; and 2) Make sure all protected data has been secured as we go forward); motion seconded by Council Member Royce.
3. Banners – Across the Road – Atty. Harris stated he had received the letter from the County Engineer and wanted to speak with him further concerning this matter. He stated they would bring it back at a later date.
4. Forestry Grant – Atty. Harris stated Mr. Eisenhart is applying for two forestry grants; 1) to landscape the new building the School Board is building for the track south of the Lake Placid Elementary School; and 2) to get a lift or chipper. Council Member Royce made a motion to authorize Mr. Eisenhart to apply for all three of those projects; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Waldron made a motion to adjourn the meeting; motion seconded by Council Member Bastardi. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:30 pm

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

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday April 9, 2012 at 5:35 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Prior to the beginning of the meeting, Sammy Telesco, Youth Director for the Lake Placid Baptist Church led in the invocation and Club Scout Troop 426 led in the Pledge of Allegiance to the Flag. 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 Bert Harris  
Town Utility Director Gary Freeman  
Town Public Works Director John Komasa  
Town Police Chief Phil Williams

SWEARING IN OF COUNCIL MEMBERS:

Town Clerk Arlene Tuck swore in Ray Royce and Steve Bastardi as Council Members. Council Member Royce and Council Member Bastardi won reelection with no opposition.

Town Clerk Arlene Tuck presented Jackie Haynes, Deputy Clerk for the Town, and read a letter received from International Institute of Municipal Clerks stating Jackie had received her certification as a certified municipal clerk. A plaque and certificate were presented to Jackie for her accomplishments.

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 Item A with the modification of 7. D. Town Planner, the words reschedule to May 14, 2012 be stricken, and Item B; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to approve Item C. approval of monthly reports; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Council Member Royce made a motion to approve Item D, excluding those to Royce Supply; 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.

Council Member Bastardi made a motion to approve Item E; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes; Council Member Worley voted no; and Council Member Royce abstained from voting due to a conflict of interest. Motion carried 2 to 1.

Council Member Royce made a motion to approve Item F; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### PRESENTATION:

- A. Highlands County SWAT (Students Working Against Tobacco) Ms Georgeann Singletary, of the Highlands County Health Department and the Tobacco Prevention Coordinator and sponsor of the SWAT team introduced Justin Smith, President and Kaylee Tuck, Vice President of the SWAT team. Justin and Kaylee gave a power point and presentation of candy-flavored tobacco products and the effect they are having on the young people. Justin and Kaylee also presented some proposed Resolutions urging local retailers selling tobacco products to refrain from selling and marketing flavored tobacco products, which tend to promote and influence underage and/or youthful consumption. They requested that the Lake Placid Town Council also execute a similar Resolution for the businesses in Lake Placid. Council Member Royce stated the action he felt was being asked for is to consider a non-binding Resolution for Council's consideration at a future meeting. Council Member Worley made a motion to go forward with the Resolution to consider at the next meeting, May 14, 2012; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- B. Jaycees – Lyle Wilson, representing the Jaycees was present to thank the Council for their support of the July 4<sup>th</sup> fireworks. Mr. Wilson stated they would ask that the support for the fireworks stay on the budget line for the coming year. Council Member Worley asked that the Jaycees think about having vendors at the park during the fireworks for the people who come to see the fireworks. She stated the Police Department would be responsible for telling the vendors where they could park for emergency exits. She stated

the Jaycees would not be responsible for administering the vendors, they would just let them come in being as the function is sponsored by the Jaycees.

**PUBLIC HEARINGS:**

- A. Ordinance 2012-644 – Amending 2012-643 to include Resolution for Impact Fees (2<sup>nd</sup> hearing) Council Member Royce made a motion to approve Ordinance 2012-644 on second hearing by reading of title only and adopt; motion seconded by Council Member Bastardi. 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.
- B. Ordinance 2012-645 – Amending 2012-645 – Amending Section 135-12 – Refund of Deposits (2<sup>nd</sup> hearing) Council Member Royce made a motion to approve Ordinance 2012-645 on seconded hearing by reading of title only and adopt; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

**DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:**

A. Town Attorney:

- 1. Resolution authorizing proceedings under the Interlocal Utility Agreement with Highlands County – Council Member Worley made a motion to approve the Resolution; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- 2. Resolution regarding the Lake Placid Regional Utility Advisory Commission – Council Member Royce made a motion to approve the Resolution with the following additions:
  - Section 1. Joy Eberhardt and Jon Draper are hereby appointed.
  - Section 2. Mrs. Eberhardt’s name to be placed in line D (two year term) and Mr. Draper’s name to be placed on line E (four year term).
  - Section 3. Appoint Jon Draper as Chairman and Vice Chairman Shelagh Byatt.
  - Section 4. Steve Bastardi is appointed as the Town Council’s non-voting liaison and Mike Waldron is appointed as the Town Council’s alternate non-voting liaison.

Motion seconded by Council Member Worley. On roll call, motion carried unanimously.

Atty. Harris will check with Pat Gleason, of the Attorney General’s office, concerning the last sentence of Section 4. Which reads “The alternate liaison shall not participate in a meeting of the Lake Placid Regional Utility Advisory Commission when the liaison is present”. Council Member Royce stated he would hope the alternate attended as many meetings as possible and would participate. Atty. Harris will report back at the next meeting and Council will decide whether or not to change the language.

B. Police Chief:

- a. Presentation of Business Licenses – Council Member Worley did a power point noting some of the problems she felt the Town had issuing Local Business Tax Receipts. She stated she did not feel the Town was properly managing the sale of the tax. She stated several State laws were not being followed. Council Member Bastardi made a motion to direct Staff to engage the legal counsel or other department heads to come up with a plan to clean up the business tax Ordinance and report back at the next meeting; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

C. Utility Director:

1. Mr. Freeman presented a sign that will be placed in the medians stating reclaim water is being used and not to drink it.

D. Public Works:

1. Recycling – Mr. Komasa gave an update on a meeting he attended with the County concerning recycling. Council stated they would discuss this at a later date.
2. Council Member Worley stated she had been contacted by Miles Lambert, who owns property on Interlake Boulevard. She stated Mr. Lambert is interested in selling his property and she feels it would be a good place for a public bathroom. She stated she would continue working on this matter.
3. Discuss amending Recreation Ordinance to prohibit and restrict tobacco products in any Town Parks – Mr. Komasa stated now that the County is prohibiting any tobacco products on County owned property, he would like for Council to consider doing the same in Town parks. Council Member Worley stated she wanted to go further and state if there was not going to be any tobacco products used in the Town Parks, it should include all Town owned property. Council Member Bastardi made a motion to move forward with preparing an Ordinance just like the County's prohibiting tobacco products on Town owned property; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
4. Purchase of two Trucks – Mr. Komasa stated he would like to go ahead and purchase the two trucks (GMCs from Alan Jay) with three old trucks to be traded in. The total price for the two trucks will be \$31,690.00. Council Member Bastardi made a motion we proceed to purchase the two trucks at \$31,690.00; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

E. Mayor/Council Members:

1. Christina Anderson, Executive Director, of the Highlands County Economic Development Commission, gave an update on what the HCED can do. She also stated the Town has not paid their dues in several years. Mrs. Tuck stated she does not remember receiving a statement from them. Mrs. Anderson stated they are updating their lists and it might have gotten misplaced. Council Member Worley

- made a motion the Town pay \$100.00 for the dues; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Council Member Royce – illuminated signs – Council Member Royce state he would like to ask the Town Attorney to look into the sign Ordinance and provide potential language that would allow flashing signs to change their message up to three to four times per hour as opposed to once a day and bring it back to the Council at some future time; motion seconded by Council Member Waldron. On roll call, Council Member Royce and Council Member Waldron voted yes; Council Member Worley and Council Member Bastardi voted no. Mayor Holbrook voted no to break the tie. Motion failed 3 to 2.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Bastardi. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:45 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY APRIL 23, 2012 5:30 PM

Mayor John Holbrook called the meeting to order on Monday April 23, 2012 at 6:00 pm, at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. There was not a quorum present to begin the meeting at 5:30 pm. We were notified by Council Member Royce that he would be present at 6:00 pm so the Mayor decided to wait beginning as there were several citizens in the audience.

ROLL CALL:

Mayor John Holbrook  
Council Member Debra Worley  
Council Member Steve Bastardi  
Council Member Ray Royce (arrived at 6:00 pm)  
Council Member Mike Waldron (arrived at 6:20 pm)

Town Clerk Arlene Tuck  
Town Attorney Bert Harris  
Town Utility Director Gary Freeman

CONSENT AGENDA:

- A. Approval of Agenda – Council Member Bastardi made a motion the Consent Agenda be approved; motion seconded by Council Member Royce. On roll call, Council Member Bastardi, Council Member Royce and Council Member Worley voted yes; Council Member Waldron had not arrived as yet. Motion carried 3 to 0.

PUBLIC HEARINGS:

- A. Resolution of the Lake Placid Town Council Authorizing Closing Under the Interlocal Utility Agreement - Mayor Holbrook asked Atty. Harris to proceed with the hearing. Atty. Harris interviewed Mr. Freeman concerning matters as listed in the Florida Statute concerning the availability of the Town being able to maintain, support and control the acquisition of the Placid Utilities. Mr. Freeman answered all the questions in a satisfactory manner and all questions in the affirmative. After much input from the audience, Council Member Bastardi made a motion to approve the acquisition of the Lake Placid Utility and Highway Park Utility from the County and recognize that this action is in the best interest of the public; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
- B. Ordinance 2012-646 – Ordinance amending and Restating Chapter 135 of the Town Code- Atty. Harris asked Council to include the following under the title of the Ordinance:



Fourth Paragraph

WHEREAS, the Town is acquiring from the Board of County Commissioners of Highlands County, Florida the Placid Utilities and the Highway Park Utility; and

Fifth Paragraph

WHEREAS, the utility rates levied on Placid Utilities and Highway Park Utility by the Board of County Commissioners were just and equitable and based upon the same factors used in fixing the rates, fees and charges for consumers inside the Town boundaries; and

Sixth Paragraph

WHEREAS, the Town desires to adopt the utility rates for Placid Utilities and Highway Park Utility levied by the Board of County Commissioners of Highlands County, Florida, to the extent that said rate does not exceed 150% of the Town utility rate for corresponding utility service; and

Council Member Bastardi made a motion to approve Ordinance 2012-646 on first hearing by reading of title only and adding the three additional Whereas statements presented by Atty. Harris and discussed by Council; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

C. Ordinance 2012-647 – 2011-2012 Budget Amendment – Council Member Royce made a motion that we approve Ordinance 2012-647 on first hearing by reading of title only with the following changes:

**(Second WHEREAS) WHEREAS**, the Town Council, Town of Lake Placid, Florida, needs to amend the 2011-2012 Wastewater Operating Budget in order to add Tomoka Heights Utility and increase the Wastewater Operating Budget to ~~\$671,034~~ \$664,184.00 and adjust revenue sources to reflect the combining of utilities; and

**(Fourth WHEREAS) WHEREAS**, the Town Council, Town of Lake Placid, Florida, needs to amend the 2011-2012 Water System Operating Budget in order to add Placid Utility, Tomoka Heights and Highway Park Utilities and increase the Water System Operating Budget to ~~\$1,230,094~~ \$1,222,910.00; and

Motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Royce stated after discussion with Staff he did not feel two new employees were needed in the Town Office. He was agreeable with the new position of

Billing/Accounts Receivable Clerk, but not a Receptionist position at this time. He felt in the future if the Receptionist position is needed, Council can revisit it. Council Member Bastardi stated he felt the same.

**TOWN ATTORNEY:**

1. Statement of Public Interest – Atty. Harris stated the Statement has been posted on our website for some time. He stated the Statement is drafted under Section 180.301 of the Florida Statutes. Council Member Royce made a motion to adopt the Statement under Section 180.301, Florida Statutes that describes the acquisition of these utilities; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Mayor Holbrook introduced Pam Brewer, Jon Draper, Joy Eberhardt, and Shelagh Byatt as the Lake Placid Regional Utility Commission. He stated Tal Rencourt was also on the commission but was not present. Atty. Harris stated we were waiting for a resume from Frank Branch, who will be representing the Highway Park area. Mr. Branch has accepted the position and Atty. Harris stated he is very well educated on utility systems.

Council Member Bastardi made a motion to adjourn the meeting; motion seconded by Council Member Royce. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:00 pm.

ORGANIZATIONAL MEETING  
LAKE PLACID TOWN COUNCIL  
MONDAY MAY 14, 2012 5:35 P.M.

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday May 14, 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 Bert Harris  
Town Police Chief Phil Williams  
Town Utility Director Gary Freeman  
Town Public Works Director John Komasa

ELECTION OF VICE MAYOR (According to Chapter 406)

Mrs. Tuck informed the Council due to this being our Organizational Meeting and it being after an election (even though we did not have to have an election because the sitting Council Member's did not have any opponents) we needed to elect a Vice Mayor. Council Member Bastardi made a motion to elect Ray Royce; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi, Council Member Waldron, Council Member Worley and Council Member Royce voted yes. Motion carried 4 to 0.

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
- G. Approval of Resolution for Stopping the sale of Flavored Tobacco Products in Lake Placid
- H. Approval of Proclamation and Pledge of Civility for the Month of May
- I. Approval of Proclamation – Bicycle Safety Month – May
- J. Approval of Edward Byrne Memorial Justice Assistance Grant Letter

Council Member Royce made a motion to approve Consent Agenda Items A, B and with the addition of J the Edward Byrne Memorial Justice Assistance Grant Letter; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Royce made a motion Items C & D of the Consent Agenda be approved; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Bastardi made a motion Consent Agenda Item E be approved; 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 from voting due to a conflict of interest in that his brother owns Royce Supply Co. Motion carried 3 to 0.

Council Member Royce made a motion Consent Agenda Item F, G, H, I, and J be approved; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

#### PRESENTATIONS:

- A. County Engineering Department – County Engineer Ramon Gavarrete informed the Council there was approximately \$422,579.44 impact fee funds available to be used in Lake Placid. He stated he has been working with Council Member Ray Royce and Highlands County Homeowner’s Association member Gene Reese, to come up with suggestions for the use of the funds. Following are the options (stated on Mr. Gavarrete’s list) they came up with:

OPTION 4: He stated Mr. Reese was requesting the funds be used to construct an extension on Daffodil Street, which would take traffic from Placid Lakes to Leisure Lakes. However Mr. Gavarrete stated the engineering staff completed preliminary design and estimates for this project and estimates the cost to be \$1,500,000.00 - \$1,900,000.00. He stated the County does not have the additional funds needed to cover the cost over the impact fee funds.

OPTION 1: He stated the projects discussed with Council Member Royce involves: (1) extension of Marquata Drive around the high school and middle school to South Tangerine Avenue. The estimate for this project would be \$590,000.00

OPTION 2: Continuous 2-Way left turn lane on West Interlake Boulevard. This would allow traffic to continue moving while allowing cars to stop for turning. The estimated for this project would be \$410,000.00.

OPTION 3: Tangerine Avenue improvements (roadway reconstruction) The estimate for this project would be \$806,000.00.

While Council felt Option 3 was needed, the Town did not have the additional monies to put in to complete the project. The Town would have to come up with approximately \$383,420.56.

Council Member Waldron made a motion to pass a motion establishing transportation option 2 for the Lake Placid area utilizing resources from the impact fee transportation Lake Placid Fund and to allow other features that will enhance intersection improvements as long as they can be done within the confines of the existing funds; motion seconded by Council Member Worley. On roll call, Council Member Waldron, Council Member Worley and Council Member Royce voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.

- B. Supervisor of Elections – Joe Campbell – Use of Council Room (Aug. 4-11, 2012 and October 27-Nov. 3, 2012) Mrs. Tuck read a letter from Mr. Campbell apologizing for not being able to attend because of a prior commitment. Mr. Campbell asked Council for the use of the Council Chambers on August 4 through August 11, 2012 for early voting for the primary election and October 27, 2012 through November 3, 2012 for early voting for the general election. Council Member Royce made a motion the request be granted; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
- C. Lake Placid Recreation Committee – Mrs. Laura Teal, a member of the Lake Placid Recreation Committee, was present to inform the Council the Recreation Committee’s final recommendation is to allow the recreational leagues to collect a user fee from every participant and remit one check to the Town, whether you charge \$5.00 per participant or \$10.00, Council can decide that and the Committee is comfortable with the Council charging outside leagues with a fee. Council Member Royce made a motion that we direct Staff, specifically Mr. Komasa and Atty. Harris, to prepare a recreation fee schedule resolution to be returned, for consideration by the Council, at our regularly scheduled meeting in June; 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.
- D. Florida League of Cities – CRA – Kelly Klipper, from Kimly-Horn, was present representing Carol Westmoreland (who is with Florida League of Cities, but was unable to make it), to present a power point and discuss the formation of a CRA for the Town of Lake Placid. After many questions concerning the cost, how to get started, who would serve on the Board, would the Town lose revenue from its Ad Valorem tax, how much would it cost to maintain the infrastructure that is built with CRA funds and would the Town have the funds if their tax basis is frozen, what lands would be included in the CRA, Council Member Waldron made a motion that the Town of Lake Placid continue

on with the process of the CRA and everything it contains therein; motion seconded by Council Member Bastardi. On roll call, Council Member Waldron, Council Member Bastardi and Council Member Royce voted yes; Council Member Worley abstained from voting due to a conflict of interest. Motion carried 3 to 0. Council asked Mayor Holbrook to schedule a workshop to bring this matter back for discussion.

Council Member Royce asked that Council Member Worley give the Clerk a copy of the map she has been working with for the CRA district, so that the Clerk are disseminate it to the other Council Members for their review.

#### PUBLIC HEARINGS:

- A. Ordinance 2012-646 – Amending Chapter 135 (2<sup>nd</sup> hearing) Atty. Harris stated he had made all the changes requested by the Council at the 1<sup>st</sup> hearing. He stated there was one more change he would like to suggest and that is on Section 135-101(b). He suggested adding a line at the end saying: “The liaisons are not members of the Utility Commission”. Council Member Bastardi made a motion to approve Ordinance 2012-646 on second hearing by reading of title only and adopt with the noted amendment to be added to Section 135-101(b); motion seconded by Council Member Waldron.
- B. Ordinance 2012-647 – Budget Amendment Regarding Regional Utility (2<sup>nd</sup> hearing) Council Member Royce made a motion to approve Ordinance 2012-647 on second hearing by reading of title only and adopt as amended on April 23, 2012; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

#### DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

- A. Town Attorney:
  1. Lake Placid Merchants – Robert Brown – Banners – Mr. Brown was present to finalize the Resolution allowing a banner across Interlake Boulevard. He stated there would be one banner allowed 127’ west of the intersection at Interlake Blvd. and Main Avenue with a minimum height requirement of 18’ of clearance and another banner allowed 270’ west of the intersection of US Highway 27 and Interlake Blvd. with a minimum height requirement of 17’ of clearance. Council Member Royce made a motion to instruct the Town Attorney to create a Resolution specifying the two community event banner locations as approved by the County Engineer and bring it back to the Town Council no later than at its regularly scheduled June meeting for our consideration; motion seconded by Council Member Waldron. On roll call, Council Member Royce, Council Member Waldron and Council Member Worley voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.
  2. Banner Permit – Mr. Brown stated if the Town applies for the permit that is required by the County it would not cost. If the Lake Placid Merchants and any other group apply for the permit it will cost around \$500.00. Council Member Worley made a motion that the Town apply for the permit; motion seconded by Council Member

Waldron. On roll call, Council Member Worley, Council Member Waldron and Council Member Royce voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.

3. Resolution authorizing Sale – Atty. Harris presented a Resolution authorizing closing of the Placid Utilities and Highway Park Utilities under the Interlocal Utility Agreement signed by Highlands County and the Town of Lake Placid, and authorizing the Mayor to execute and deliver amendments to the Interlocal Utility Agreement and closing documents reasonably required to close the transaction with Highlands County. Council Member Royce made a motion to approve Resolution of the Lake Placid Town Council authorizing closing under the Interlocal Utility Agreement; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

B. Police Chief:

1. Surplus of Vehicle – Chief Williams asked that a 2000 Crown Victory cruiser, Serial Number 2FAFP71WXYX1072239, be declared surplus. Council Member Worley made a motion the Chief's request be granted; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

C. Utility Director:

1. Approval of Welcome Letter to Placid Utility Customers – Mr. Freeman showed Council a copy of a letter he will be sending out to all new customers of Placid Utilities and Highway Park Utilities.

D. Public Works Director:

1. Review bids for construction of sidewalks – Mr. Komasa stated he had received three bids for the construction of the sidewalks on South Main Avenue which we had put out for bids. He stated Staff reviewed the bids for accuracy and completion and found Dayln Real Estate Development, Corp. to be the low bidder at \$38,217.00. Mr. Komasa stated Staff was recommending Dayln Real Estate Development, Corp. Council Member Royce made a motion we accept the bid of the Dayln Real Estate Development, Corp. to provide the sidewalks on South Main Avenue, subject to the execution of a contract with the Town of Lake Placid that meets the oversight of the Town Attorney; 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.

E. Town Clerk:

1. Local Business Tax Receipt – Update – Mrs. Tuck gave a history on the Local Business Tax Receipts, recommendations of changes that need to be made to the Ordinance and Staff's recommendation that the Council continue to require the Local

- Business Tax Receipt as she had been requested at the last regularly scheduled meeting of the Council.
2. Discussion on whether or not to put out RFP for Audit Services – Mrs. Tuck stated Council had shown an interest at the last budget cycle to request RFPs for Audit Services. She asked if Council was still considering the matter. Council asked that she check with the County and the City of Avon Park because it was noted these entities were also going out for RFPs for Audit Services.
  3. June 4, 2012 Meeting – Mrs. Tuck stated Central Florida Regional Planning Commission is ready to proceed with presenting our revised EAR and would like to schedule the meeting on Monday June 4, 2012. This would be a joint meeting between the Council and the Local Planning Agency.

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 11:10 P.M.



SPECIAL JOINT MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
AND  
LOCAL PLANNING AGENCY/BOARD OF ADJUSTMENT  
JUNE 4, 2012 5:00 P.M.

Mayor John Holbrook called the special joint meeting of the Lake Placid Town Council and the Local Planning Agency/Board of Adjustment to order on Monday June 4, 2012 at 5:00 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum of the Town Council members and a quorum of the Local Planning Agency members were present.

ROLL CALL:

*Council:*

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

*LPA:*

Chairman Hoz Compton  
James Oxe  
Ken LeBlanc

Town Clerk Arlene Tuck  
Town Attorney Bert Harris  
Town Utility Director Gary Freeman  
Town Planning Director Sue BuChans (and assistant Candy)

NEW BUSINESS: (Council Business)

- A. Review of Banner Resolution – Atty. Harris stated he had made the changes requested by the Council and that the Resolution was ready for Council’s review and approval, if they so desired. Council Member Royce made a motion to approve the Resolution of the Town Council of the Town of Lake Placid, Florida authorizing community event banners at East and West Interlake Boulevard as presented to us on June 4, 2012; motion seconded by Council Member Bastardi. On roll call, Council Member Royce and Council Member Waldron voted yes; Council Member Bastardi voted no. Motion carried 3 to 1. Council Member Worley had yet to arrive at the meeting.
- B. Planning Advisory Services Agreement – Council was presented a Planning Advisory Services Agreement by the Central Florida Regional Planning Council for services to provide consistency between the Town’s Land Development Code and County’s Land

Development Regulations specific to the Greater Lake Placid Planned Vision Overlay (GLPPVO). The compensation for the Agreement will be \$30,000.00 to be paid in four payments; the term is for the project to be completed in 18 months after execution of the Agreement by both parties. Council Member Royce made a motion to adopt the services agreement with the Central Florida Regional Planning Council for \$30,000.00; motion seconded by Council Member Bastardi. On roll call, Council Member Royce, Council Member Waldron and Council Member Bastardi voted yes. Motion carried 3 to 0. Council Member Worley had yet to arrive at the meeting.

#### PUBLIC HEARING:

A. Ordinance 2012-649 – Approval of Loan to Sewer for purchase of Highlands Utilities – Mrs. Tuck introduced the Ordinance. She stated after going back and reading the minutes, Council stated they were going to borrow \$50,000.00 from the Infrastructure Account to pay for the balance of the Highlands Utilities purchase. When the Resolution and closing documents were done, it was stated as a transfer. The auditors have asked for clarification, and that is the reason for the Ordinance. Council Member Bastardi made a motion to approve Ordinance 2012-649 on first hearing by reading of title only; motion seconded by Council Member Royce. On roll call, Council Member Bastardi, Council Member Royce and Council Member Waldron voted yes. Motion carried 3 to 0. Council Member Worley had yet to arrive at the meeting.

#### *(Joint Meeting)*

B. Jennifer Coto-Salisbury, with Central Florida Regional Planning Council, was present to review the EAR (Evaluation and Appraisal Report) with the Council. She stated since their last workshop, Council Member Royce, Atty. Harris, Mrs. BuChans and she had reduced the product quite a bit. Mrs. Salisbury went through the changes that were made.

Under the Infrastructure Element, there was much discussion concerning Objective 3, Policy 3.2. Council Member Worley stated there has been a central wastewater study done showing septic tanks. Mrs. BuChans stated the County accepted the study, but never adopted the study.

LPA member Ken LeBlanc made a motion to recommend to the Town Council to strike Policy 3.2; motion seconded by Chairman Compton. On roll call, Mr. LeBlanc and Chairman Compton voted yes; Dr. Oser voted no. Motion carried 2 to 1.

Council Member Worley made a motion to strike Policy 3.2 in its entirety; motion seconded by Council Member Bastardi. On roll call, Council Member Worley,

Council Member Bastardi, Council Member Waldron and Council Member Royce voted yes. Motion carried unanimously.

Council felt GLPPVO should be changed. Atty. Harris stated the Town never approved the name and he suggested putting “we intend to convert to or change to (whatever) upon proper coordination with the County as one of the whereas.” Council seemed to like Lake Placid Regional Plan (LPRP). Council stated they would wait until adoption before it was changed in the EAR.

Mrs. Salisbury asked if she could add a Whereas clause to the first page stating: Whereas the Town of Lake Placid intends on updating the name of the Greater Lake Placid Plan Vision Overlay at time of adoption. Atty. Harris suggested bringing a separate Resolution at the next Council meeting concerning this matter.

Council Member Royce made a motion to transmit the Town of Lake Placid EAR based Comprehensive Plan Amendments as presented, with the changes made tonight, as presented by Staff of the Central Florida Regional Planning Council; 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 Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:00 pm.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY JUNE 11, 2012 5:35 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday June 11, 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 Mike Waldron  
Council Member Steve Bastardi  
Council Member Ray Royce  
Council Member Debra Worley

Town Clerk Arlene Tuck  
Town Attorney Bert Harris  
Town Utility Director Gary Freeman  
Town Public Works Director John Komasa  
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
- G. Highlands Co. Impact Fee Ordinance – Waive 60-day notice provision
- H. Approve Request for Proposals for external auditing services

Council Member Royce made a motion to approve items A, B, C, D, F, G, and H; 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.

Council Member Bastardi made a motion to approve Item E; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes; Council Member Worley voted no; and Council Member Royce abstained because he had a conflict of interest. Motion carried 2 to 1.

## PRESENTATIONS:

### A. TIP Program –

1. Team D's suggestion was that the Town put motion detection light switches in the Town barn and Police Department and that the employees start turning off computers on the weekend, and also remember to turn off the lights.
2. Team C's suggestion was that Town employees that could be exposed on the job as part of their work be provided hepatitis "B" vaccines, tetanus shots and TB tests.
3. Team B's suggestion was that the Town plant a community garden using the burnt plant and shrub material at the south wastewater treatment plant to feed the garden by tilling in the ash to the soil.
4. Team A's suggestion was to revisit the new purchase order procedure.

Council felt all suggestions were good ones. Council Member Royce made a motion to accept the suggestion presented by Team C as the idea of the quarter and award that Team the appropriate prize for the quarter; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

## PUBLIC HEARING:

- A. Ordinance 2012-649 – Amending Ordinance No. 2010-615 Amending Budget 2009-2010 (2<sup>nd</sup> hearing) Mrs. Tuck reminded the Council this Ordinance was being presented to state that the \$50,000.00 used by the Sewer from the infrastructure account was suppose to be a loan from infrastructure to the Sewer. Council Member Royce made a motion that Ordinance 2012-649 be approved on seconded hearing by reading of title only and adopted; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

## DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

### A. Town Attorney:

1. Resolution of the Lake Placid Regional Plan – Atty. Harris presented a Resolution asking the Highlands County Commissioners to consider the Lake Placid Town Council changing the name of the Lake Placid Regional Plan to Lake Placid Region or Lake Placid Regional Plan instead of the Greater Lake Placid Regional Overlay Plan. Council Member Bastardi made a motion to approve and send the Resolution as written to the County; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

### B. Police Chief:

1. Suspend the no parking requirements on Lake June during July 4<sup>th</sup> fireworks – Council Member Royce made a motion to suspend the no parking requirements on North Tangerine on July 3, 2012 for the 4<sup>th</sup> of July fireworks; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

C. Utility Director:

1. Gave an update on the projects he is working on, concerning Tomoka Heights and Highway Park.

D. Public Works Director:

1. Handicap parking/ramp – Aztec Restaurant – Mr. Komasa stated this matter had been settled.
2. Appointment of Recreation Commission Members – Need 3:
  - a. Andy Russell
  - b. Todd Moore
  - c. Jennifer Koukos

Council Member Royce made a motion we appoint Andy Russell, Todd Moore and Jennifer Koukos to serve on the Recreation Committee as full time members; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

3. Tobacco Free Ordinance – Mr. Komasa and Atty. Harris stated the law does not allow restricting smoking. The Town could have a policy asking there be no smoking. Council Member Worley stated she had done some studies on it and also found out you could not restrict the smoking, however we could have a policy. She also contacted the Highlands County Health Department about the signs and was told at this time the Department is redoing their budget and it would take a while to get the funds to purchase the signs. She asked Mr. Komasa to consider ordering the signs and then requesting reimbursement. Council Member Worley made a motion to approve the tobacco free policy and the schedule of phases for implementation; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
4. Sidewalk Contract – Atty. Harris stated Florida Law allows communities to waive the required bond on contracts and he stated it is the Town Council’s decision whether or not they want to waive the bond. Atty. Harris did state the Contract calls for no payment until accepted by the Town. Council Member Royce made a motion we waive the bond requirement on this contract on the condition they sign a contract acceptable to the Town’s legal counsel; 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.

E. Town Planner:

- A. Council Member Worley – Annexation area – Council Member Worley stated she has been working with the Economic Development Office for the property north of the overpass on U.S. Highway 27, which includes the Paul property. She stated she would continue working for annexation on the property just south of the overpass. Council Member Waldron stated he would rather have a workshop to discuss the CRA and enterprise zone, because there is a lot to discuss. Mayor Holbrook was asked to schedule a workshop at his convenience. Council Member Worley stated the

first step in forming a CRA is to go out for a RFP to form your application. Council Member Royce stated he would like to see us have another meeting to discuss the CRA and invite the Central Florida Regional Planning Commission because they have done a lot of CRAS and invite other people who have dealt with CRAs.

F. Town Clerk:

1. Mrs. Tuck stated it was time to start on the budget workshops. She gave the Council a list of July 23, July 30 and August 6, 2012 dates. All members stated they could attend.

G. Mayor/Council Members:

1. Council Member Royce – Property acquisition protocols – Council Member Royce stated he would like to find out the protocol for the Town acquiring property. He stated he did not know what the proper way was for us to go about bringing up the discussion. He stated he would like to know how we initiate the process if the Town wants to buy a piece of property. Atty. Harris stated the process involves it all being in the Sunshine Law.

Council Member Royce stated several of the Council Members had been to see the Church of Christ and that the bank now owns the church which will be right in the middle of what the future Lake Placid will be. He stated he felt if we could acquire the property at a very big discount, he feels it is worth investigating and might be a very wise investment for our Town to undertake. Council Member Royce made a motion that Council ask the Mayor, with assistance of staff, to pursue the potential of making an offer to purchase of the property, called the Church of Christ, just north of the overpass on US 27; motion seconded by Council Member Worley. On roll call, Council Member Royce, Council Member Worley and Council Member Waldron voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.

2. Mayor Holbrook – Appoint Committee for selection of Auditor – Mayor Holbrook stated he would like to appoint: Bill Compton, Fran Colley and Dan Lucket to serve on a committee to review applications for an auditor. Council Member Worley made a motion to appoint as our audit committee Bill, Fran and Dan; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:00 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
THURSDAY JUNE 21, 2012 5:00-6:18 PM

In the absence of Mayor Holbrook, Vice Mayor Ray Royce opened the special meeting at 5:00 pm on Thursday June 21, 2012 at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present. The meeting was being held to review the 2010-2011 audit.

ROLL CALL:

Vice Mayor Ray Royce  
Council Member Mike Waldron  
Council Member Steve Bastardi  
Council Member Debra Worley

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

NEW BUSINESS:

- A. Review of 2010-2011 Audit – Wicks, Brown, Williams & Co. – Mr. John Davis, of Wicks, Brown, Williams & Co. presented an overview of the Town’s 2010-2011 audit report done by his office. Mr. Davis showed some very positive financial statement for the Town. He stated the only negative was the cemetery that lost money. Mr. Davis stated the Town was in very good financial status and from the looks of the previous five years, the Town would continue to be in good shape.

Council Member Bastardi made a motion to approve the 2010-2011 audit as presented by Wicks, Brown, Williams & Co.; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi, Council Member Waldron and Council Member Royce voted yes; Council Member Worley voted no. Motion carried 3 to 1.

- B. CITIZENS COMMENTS: - Desiree Wiggins stated she was concerned about some charges made by an employee on the Town’s credit card. She gave the Council a copy of a credit card bill made at a hotel during a conference and another bill showing items bought from a company with the card credit with the employee purchasing some personal items. The bills were from 2008. Mrs. Wiggins read the following statement prepared by the State Attorney’s office after an investigation of the Town: Even though Town employees are entitled to a per diem rate for meals during conference, Town policy allows for the use of the Town credit card for “business meals while attending training”. Town employees are due a meal allowance for meals while at training. Therefore, some



Town employees charged meals to the credit card, but those amounts were then deducted from the amounts due the employee for meals and mileage reimbursements. **This policy seems to invite at least the appearance of impropriety. Why would the Town allow the use of the Town credit card for meals when meals are not reimbursed on a dollar for dollar basis? Why not require the employee to pay for meals and then they receive the per diem upon return? Instead, the Town, in allowing the use of its credit card, has items charged to the card which are clearly personal and then is in the position of having to ensure that proper repayment has taken place”...**

Vice Mayor Royce stated he would turn this over to the Mayor for his review.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Bastardi. Vice Mayor Royce hearing no objections, declared the meeting adjourned at 6:18 pm.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY JULY 9, 2012 5:35 PM

Vice Mayor Ray Royce called the regular meeting of the Lake Placid Town Council to order on Monday July 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 (arrived at 6:30 pm)  
Council Member Ray Royce  
Council Member Mike Waldron  
Council Member Steve Bastardi

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

ABSENT:

Council Member Debra Worley

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Approval of monthly reports
- D. Approval of monthly bills, excluding bills to Royce Supple
- E. Approval of monthly bills to Royce Supply
- F. Approval of emergency purchase of Air Conditioner for Town Hall
- G. Accountability Statements
- H. Approval of "Back to School" Community Wide Prayer Vigil Proclamation

Council Member Waldron made a motion to approve items A, B, C, D, G of the consent agenda; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Tanya Taylor, with Youth for Christ, was present to introduce the Proclamation for the Back to School Community Wide Prayer Vigil. Ms. Taylor stated they would be having a prayer vigil around the circle in Sebring and invited the Council to attend. She asked that Council approve the Proclamation declaring Sunday August 12, 2012 as Highlands County "Back to School" community wide prayer vigil. Council Member Bastardi made a motion to approve the

Proclamation; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Waldron made a motion to approve the Royce Supply bills as presented; motion seconded by Council Member Bastardi. On roll call, Council Member Waldron and Council Member Bastardi voted yes; Vice Mayor Royce abstained from voting due to a conflict of interest. Motion carried 2 to 0.

Council Member Waldron asked about the bill for Miller Air Conditioner. Mrs. Tuck informed the Council the air conditioner had gone out in the office area of the building. She stated Mayor Holbrook requested three proposals from three different air conditioning business. He then selected Miller Air Conditioner who he felt had presented the better offer. Council Member Waldron made a motion to approve the emergency purchase of the air conditioner for the office from Miller Air Conditioner for \$8,560.00; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### PUBLIC HEARINGS:

- A. Fair Housing Workshop – Mr. Corbett Alday led the fair housing workshop. He stated there were brochures and information on the back table for anyone interested.
- B. CDBG – discuss options for the CDBG grant (1<sup>st</sup> hearing) Mr. Alday stated the Town was able to apply for the CDBG grant. He stated this grant would be for \$650,000.00, with no match. Mr. Alday outlined the type of grants that are available for the Town to apply for. He explained that are housing rehabilitation, neighborhood revitalization and commercial revitalization. Council stated they were interested in the neighborhood revitalization grant which includes infrastructure improvements, such as paving, fire protection, drinking water, sewer, flood and drainage, handicap accessibility in public facilities, and other similar activities. It is required that no less than 51% of the beneficiaries of these activities be low-to-moderate income.

Mr. Alday stated he had been working with Mr. Freeman and Envisors (the Town's engineers) on some projects. What they had come up with was 1) Magnolia Street Water Production Facility Improvements; 2) New ADA Complaint Bathrooms at Town Hall; 3) Water Main Improvements; and 4) E. Royal Pam Ave/E Washingtonia Ave Sewer Expansion. Council Member Royce stated, he for one, wanted #4 eliminated. He stated he did not want to go through asking people to hook up to the sewer. Council Member Bastardi stated he would like to see some stormwater drainage projects listed. Mr. Komasa stated he had some areas, such as Serenity Subdivision and Hibiscus Street, that are in dire need of drainage projects.

Council asked that Mr. Alday get with Mr. Freeman and Mr. Komasa and bring back to our special meeting on July 23, 2012 a new list of potential projects, including water, sewer and storm water drainage projects.

(Mayor Holbrook arrived at this time and took over the position of Mayor)

Council Member Waldron made a motion that Council proceed with the 2012-2013 FFY CDBG application in the category of neighborhood revitalization and the Economic Development revitalization in both cycles; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

Council Member Royce stated he voted for this application with the understanding that during this two week period (Mr. Alday and Mr. Freeman are to come back on July 23, 2012) some consideration will be given to some storm water projects, whether it is appropriate to bring those forward as potential projects.

- C. Appointment of Citizens Advisory Task Force members – Council Member Royce made a motion to appoint the Lake Placid Regional Utility Advisory Committee as the Citizens Advisory Task Force as is related to the application for the CDBG grant; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

#### DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

##### A. Town Attorney:

- 1. Mayor Holbrook stated he would like for Atty. Harris to give an update on the Church of Christ property which Council had asked him to look into. Atty. Harris stated he had written a letter to Highlands Independent Bank asking for appraisals, as-builts, etc. He stated each Council Member should have received a packet on it. Council Member Royce stated he would like to make a motion that we authorize the Mayor to make an offer to Highlands Independent Bank for the church property for a price not to exceed \$1.25 million with the appropriate legal contingencies; motion seconded by Council Member Waldron. On roll call, Council Member Royce and Council Member Waldron voted yes; Council Member Bastardi voted no. Motion carried 2 to 1.

Council Member Royce stated he felt if the Town could get the property for 50% of the appraised value; the Town would be making a very good deal. Council Member Royce also stated he felt there is value in having a place people can meet and do things as a community.

##### B. PUBLIC WORKS DIRECTOR:

1. Public Works Procedure and Policy Manual – Council suggested Mr. Komasa send his Police and Procedure Manual to the insurance company for their review. Mrs. Tuck suggested he send it to EAF, which is a group we belong to that review policies, etc. Mrs. Tuck stated she would send it to EAF and ask for their help in reviewing the manual.
  
2. Adam Olivencia – Mr. Olivencia is working on his Eagle Scout badge. As his community project he would like to build a resting place at Babyland for the parents when they visit their loved ones. Mr. Olivencia presented the Council with a draft of what he would like to do. He stated he has been working with Mr. Komasa. Mr. Komasa stated he felt it would be a good thing for the cemetery. Mr. Olivencia stated he has not worked out the costs yet. Council Member Royce made a motion that we allow Adam Olivencia to move forward with his project and to work in conjunction with Mr. Komasa as he makes plans to move forward; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
  
3. Dan Andrews – Owner of Paragon Event Professionals – Mr. Andrews asked for permission to use Lake June Park on April 13-14, 2013 to hold Highlands County’s first Olympic distance triathlon. This would entitle road closings by the police department, overtime by employees, dumpsters and exclusive use of Lake June Park Complex on April 13-14<sup>th</sup>, 2013. Council Member Bastardi stated he felt what was needed is a motion to state the Council embraces the concept. He further stated for him to make a more final decision he would need a better scope of work and expenses that will be incurred by the Town. Council Member Royce made a motion to instruct Town Staff to have further conversations with Mr. Andrews and his organization about the concept of holding this event next April 13 and 14, 2013 to explore all the associated costs and manpower requirements and to return and to work on the potential agreement between Paragon and the Town of Lake Placid for the use of the facilities required for such an event and the services required of Lake Placid for such an event and return to us with a report at our next regularly scheduled meeting in August; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously. Council Member Royce further stated the motion intended that Mr. Komasa and Chief Williams would be the primary two staff members to work on this.
  
4. Resolution for Park User Fees – Atty. Harris presented the Resolution of the Town of Lake Placid, Florida regarding Town Park User Fees, charges and assessments. Atty. Harris stated he would propose Section 9 to read: “Extraordinary events – The Town Council may charge additional fees and costs as it deems appropriate for extraordinary events”. Council Member Bastardi made a motion to approve the

Resolution, incorporating Town Atty.'s recommendation of Section 9; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

5. Council Member Bastardi made a motion to honor our commitment to the Chamber of Commerce for the Caladium Festival/Car Show for the year 2012 by waiving the fees for the use of the parks; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes; Council Member Royce abstained from voting due to the fact he is on the Board of Directors of the Chamber of Commerce. On roll call, motion carried 2 to 0.
6. Chapter 80 Garbage, Rubbish and Refuse – Mr. Komasa presented a draft of an Ordinance to amend Chapter 80 of the Town Code. Council asked that Atty. Harris review the Ordinance and bring it back to the Council at a later date.
7. Chapter 161 – Off-Street Parking and Loading – Mr. Komasa presented a draft of an Ordinance to amend Chapter 161 of the Town Code. Council asked that Atty. Harris review the Ordinance and bring it back to the Council at a later date.
8. Chapter 120 – Sidewalk – Mr. Komasa presented a draft of an Ordinance to amend Chapter 120 of the Town Code. Council asked that Atty. Harris review the Ordinance and bring it back to the Council at a later date.

C. Police Chief: No comments

D. Utility Director: No Comments

E. Town Clerk:

1. Tentative Millage Rate Approval – Mrs. Tuck stated she needed Council to recommend a tentative millage rate that will be placed on the TRIM notices that come out in September and go to all the taxpayers of the Town. Council Member Bastardi made a motion to set the tentative millage rate at 3.6500, the same as last year; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Certificate of Deposit – Mrs. Tuck stated the Town has a certificate of deposit at a bank that is only drawing 0.40%. She stated she would like permission to cash in the certificate and put it in our reserve account. Council Member Royce made a motion

to approve Mrs. Tuck's request; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to adjourn the meeting; motion seconded by Council Member Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 10:15 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY JULY 23, 2012 5:00PM

Mayor John Holbrook called the special meeting of the Lake Placid Town Council to order on Monday July 23,2012 at 5:00PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

**ROLLCALL:**

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

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

**CONSENT AGENDA:**

- A. Approval of Agenda-Council Member Royce made a motion to approve the agenda; motion seconded by Council Member Worley. On roll call, Council Member Royce, Council Member Worley and Council Member Waldron voted yes; Council Member Bastardi had not arrived at the meeting. Motion carried 3 to 0.

**PENDING MATTERS:**

- A. CDBG Grant-Corbett Alday of Guardian was present and stated he had attended the Lake Placid Regional Utility Advisory Committee meeting (who were serving as the Citizens Task Force for the Town's CDBG grant). Mr. Alday stated the LPRUAC had ranked the proposed projects for the grant as follows:

- #1 Magnolia Street Water Treatment Plant Improvements
- #2 Water Main Improvements
- #3 Rachard Boulevard Area Stormwater Improvements

Council talked about the projects and felt #3 Rachard Boulevard Area Stormwater Improvements would cost too much and take too long to engineer.

Council Member Royce made a motion that we identify three potential projects: Potential Project #1 as presented (Magnolia Street Water Treatment Plant Improvements); Potential



Project #2 as presented (Water Main Improvements) and then a total of \$200,000.00 for Potential Project #3 the reconstruction, repavement of certain Town owned roads in qualifying neighborhoods and to allow Mr. Alday to work with Staff to determine what neighborhoods would fit the criteria; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Royce made a motion that we allow the Mayor to approve a consulting agreement with Envisors Engineering up to \$60,000.00 at this time to provide the preliminary 80% engineering required for the CDBG Grant application; 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 Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:30pm. At this time, the Council went into a budget workshop. The workshop ended at 8:30 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY JULY 23, 2012 5:00 PM

Mayor John Holbrook called the special meeting of the Lake Placid Town Council to order on Monday July 23, 2012 at 5:00 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 Utility Director Gary Freeman  
Town Public Works Director John Komasa  
Town Police Chief Phil Williams

CONSENT AGENDA:

- A. Approval of Agenda – Council Member Royce made a motion to approve the agenda; motion seconded by Council Member Worley. On roll call, Council Member Royce, Council Member Worley and Council Member Waldron voted yes; Council Member Bastardi had not arrived at the meeting. Motion carried 3 to 0.

PENDING MATTERS:

- A. CDBG Grant – Corbett Alday of Guardian was present and stated he had attended the Lake Placid Regional Utility Advisory Committee meeting (who were serving as the Citizens Task Force for the Town’s CDBG grant). Mr. Alday stated the LPRUAC had ranked the proposed projects for the grant as follows:

- #1 Magnolia Street Water Treatment Plant Improvements
- #2 Water Main Improvements
- #3 Rachard Boulevard Area Stormwater Improvements

Council talked about the projects and felt #3 Rachard Boulevard Area Stormwater Improvements would cost too much and take too long to engineer.

Council Member Royce made a motion that we identify three potential projects: Potential Project #1 as presented (Magnolia Street Water Treatment Plant Improvements); Potential

Project #2 as presented (Water Main Improvements) and then a total of \$200,000.00 for Potential Project #3 the reconstruction, repavement of certain Town owned roads in qualifying neighborhoods and to allow Mr. Alday to work with Staff to determine what neighborhoods would fit the criteria; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

Council Member Royce made a motion that we allow the Mayor to approve a consulting agreement with Envisors Engineering up to \$60,000.00 at this time to provide the preliminary 80% engineering required for the CDBG Grant application; 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 Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:30 pm. At this time, the Council went into a budget workshop. The workshop ended at 8:30 pm.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY AUGUST 13, 2012 5:35 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday August 13, 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 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, excluding bills to Royce Supplies
- E. Approval of monthly bills to Royce Supplies
- F. Accountability Statements
- G. Approval of UF preliminary population estimate for 2012.
- H. Approval of Resolution for Line Item Adjustments – Gen. Fund, Sanitation, Cemetery
- I. Approval of transfer from Cemetery Trust to Cemetery Fund for line item adjustment

Council Member Royce made a motion to approve Items A, B, C, D, F, G, H, and I; motion seconded by Council Member Bastardi. 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 Waldron made a motion to approve Item E; motion seconded by Council Member Bastardi. On roll call, Council Member Waldron, Council Member Bastardi and Council Member Worley voted yes; Council Member Royce abstained from voting due to a conflict of interest, and submitted Form 8B. Motion carried 3 to 0.

PUBLIC HEARING:

- A. Resolution establishing a tentative assessment for non-ad valorem assessment for residential solid waste – Council Member Royce made a motion to approve the Resolution of the Lake Placid Town Council establishing a tentative assessment rate in connection with non-ad valorem assessments for residential solid waste and that rate shall continue to be assessed at \$180.00 a year for sanitation collection; 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.

PRESENTATIONS:

- A. County Engineer – Lake June-in-Winter Stormwater Retrofit – Mr. Chris Benson, of the Highlands County Engineer Department was present and stated the County Commissioners requested staff to seek financial support from the Town of Lake Placid to a stormwater retrofit project on Lake June-in-Winter. He stated the County submitted a cooperative funding request in December 2011 to fund the project in fiscal year 2013. Cooperative funding from SWFWMD requires a 25% local match, which will amount of \$110,000.00 over the course of this project.

Council Member Royce made a motion that the Mayor be authorized to respond to the letter from Mrs. Fisher that in the future we will give due consider to potentially contributing to it but that we need information in the following four ways:

1. What percentage or dollars Florida Department of Transportation is going to contribute to the local match and what their improvement plans for water flow are;
2. What percentage or dollars the County Commission is going to take out of the Lakes portion of the Hotel, Bed Tax Proceeds;
3. The percentage of Lake June frontage within our municipal jurisdiction;
4. The amount the County Commission and/or County Staff would request Lake Placid fund.

Motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

- B. Audit Committee – Presentation of Report concerning audit application – Mr. Bill Compton, Chairman of the Audit Committee, stated the Committee had met this morning. The Committee consented of Fran Colley (CPA), Charles Wilson (former Council Member and businessman) and himself (former CEO of a major airlines). He stated they had received four applications: Mauldin & Jenkins of Bradenton, Florida; Powell & Jones of Lake City, Florida; Wicks, Brown, Williams & Co. of Lake Placid, Florida; and

CliftonLarsenAllen of Sebring, Florida. Mr. Compton stated after reviewing all applications by the Committee, his Committee had ranked Mauldin & Jenkins of Bradenton, Florida as #1. Mr. Compton stated they did not take any monetary amounts into consideration. Council Member Worley made a motion to thank the Committee for their work on this project, accept their recommendation, review all the information and the Committee's recommendation, look at the price point and come back to the next meeting and vote on it; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

- C. Str8UP – Sammy Telesco, President of the Str8UP group (a Christian youth group) gave Council an update of his group; what they are doing, what they have done, etc. Mr. Telesco stated they were in dire need of monetary support. He stated he would ask Council to put in their budget an amount of \$10,800.00 that would help them pay the rent. Council Member Royce stated he knew everyone on the Council would like to help; however, he was sure there was some kind of federal law that prohibited government agencies from donating to religious organizations.

#### DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

##### A. Town Attorney:

- 1. Glades Electric – Loan to Miracle League (Certificate of Deposit \$25,000.00) Atty. Harris stated he had received a letter from Andy Jackson, Attorney for the Glades Electric Members Trust, requesting the \$25,000.00 loaned to the Town for the use of the Miracle League be returned due to the Town's position of fees to be charged to the participants of the Miracle League. Council Member Royce made a motion to allow the Mayor and Staff the latitude to return the \$25,000.00 principal to the appropriate Glades entity; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- 2. Sidewalk and right-of-way Ordinance – Atty. Harris stated at the last meeting he had been asked to bring back Ordinances for the sidewalks and right-of-ways. He stated he felt maybe it would be better, and more cost effective, to allow Central Florida Regional Planning Council to do the Ordinances, being as they will be updating our LDRs. Council Member Royce made a motion to relieve the Town Attorney of the duty we assigned him in a previous meeting on this matter and that we incorporate this into our LDRs work; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

##### B. Police Chief:

- 1. Chief Williams stated he had sold one of his cars that Town Council had declared surplus. He stated he had received \$1,641.87 from the sale. He stated he has recently been told by the Town Staff that the money must be placed in Disposition of Fixed

Assets. He stated he was not aware of this and had hoped to use the funds to amend his budget. Chief Williams read his amendment to the Council. Council Member Royce made a motion:

1. \$1,000.00 received from Heartland Workforce be put into account 521.540 for training.
2. \$500.00 to be received from Chief Williams by personal check to be put into account 521.540 for training.
3. \$1,641.87 received from the sale of Car #39 to be divided as follows: \$100.00 to 521.540 for training, \$159.00 to 521.460 building repair, \$200.00 to 521.521 for fuel and the balance of \$1,182.80 to 521.523 for operating supplies.

Motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### C. PUBLIC WORKS DIRECTOR:

1. Connie Watson – Waive park fee for Lake Placid Garden Club – Mrs. Watson informed the Council the Lake Placid Garden Club is going to have a plant sell to try and raise money for a scholarship for a Lake Placid High School Graduate. She stated they had reserved the park many months ago and put up their \$25.00, which was the park fee for Stuart Park at the time they rented the park. She stated she received a letter, after Council's last meeting, that they would have to pay \$340.00. She stated her group usually do not even make that much. She asked that since the Lake Placid Garden Club had already made reservations and paid the deposit before the new rate schedule went into effect, if the Council would consider waiving the new fee. Council Member Bastardi made a motion that anyone who has paid a deposit in advance to use any of the Town's parks before the Resolution was adopted (July 9, 2012) by Council, will be charged what they have put up; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Daniel Andrews – permission to use Lake June Park for a Triathlon for his company – Mr. Andrews stated he had gotten with Chief Williams and Mr. Komasa and had talked to several cities about the Triathlon he is hoping to host at Lake June Park in April 2013. Mr. Komasa and Chief Williams stated they had met with Mr. Andrews, as instructed by Council. They felt everything was in order. Council Member Worley made a motion to approve the event based on the Police Department and Recreation collecting all the fees that they need to cover their expenses, that they coordinate with Staff and that the appropriate insurance must be in place for the Town for this event; motion seconded by Council Member Waldron. Council Member Royce asked for an explanation of what they were voting on. Council Member Worley stated the indent of her motion was that Staff has to approve everything that Mr. Andrews and his group do and cover all expenses. Council Member Royce stated

he did not want the Town to be considered a part of this event, even though our infrastructure is being used. On roll call, motion carried unanimously.

D. MAYOR/COUNCIL MEMBERS:

1. Mayor Holbrook – stated he had not heard from Highlands Independent Bank concerning our proposal for the purchase of the Church of God. Being as it expired July 31, 2012, he figured it was a null deal.
2. Council Member Worley – Statement for public records request – Council Member Worley stated she had asked for a copy of the Town’s accounting system once all exempt items had been redacted. She stated when she went to pick up the DVD she was given a bill for \$94.22. She stated she felt she should not have to pay the fee because she needed the information to do her job as a Council Member. She also stated she needed to have Quickbooks put on her computer and she had received a notice from the Town that it would be \$2,100.00.

Council Member Royce stated he would like for the Town to pay Avista \$50.00 and that the Mayor ask Ms Osborne to research how much buying the additional licenses for the use of the system we are currently using would be and to get it for the price for one additional license and for getting five additional licenses. All Council Members agreed it was a good suggestion.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Bastardi. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:00 pm.



REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY SEPTEMBER 10, 2012 5:35 P.M.

In the absence of Mayor John Holbrook who was out due to surgery, Vice Mayor Ray Royce called the meeting to order on Monday, September 10, 2012 at 5:35 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Atty. Harris determined there was a quorum present.

ROLL CALL:

Vice Mayor Ray Royce  
Council Member Mike Waldron  
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  
Town Planner Kandi Harper

ABSENT:

Mayor John Holbrook  
Council Member Debra Worley

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes from prior meetings
- 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
- G. Approval of Meeting Dates

Council Member Bastardi made a motion to approve Consent Agenda Items A, B, C, F and G; motion seconded by Council Member Waldron. On roll call, motion carried unanimously. Let it be known that the Council pulled Consent Agenda Items D and E.

PUBLIC HEARINGS:

- A. Ordinance 2012-650 – Approval of 2012-2013 Budget Millage – Vice Mayor Royce read the title of Ordinance 2012-650 and the “Therefore” section, which states: (1) The Fiscal Year 2012-2013 operating millage rate for the Town is 3.6500 mills, which is less

than the rolled-back rate of 3.7816 mills by -3.48%; and (2) This Ordinance shall take effect October 1, 2012. Council Member Bastardi made a motion that Ordinance 2012-650 be approved on first hearing by reading of title only; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

- B. Ordinance 2012-651 – Approval of 2012-2013 Budget – Vice Mayor Royce read the title of Ordinance 2012-651 and the “Therefore” section which states: (1) The Fiscal Year 2012-2013 Final Budget (attached as Exhibit A) is adopted; (2) The Town Council from time to time may review the status of the budget for the Town and if they determine there needs to be line item adjustments the Council may make the adjustments through a Resolution adopted by the Council; and (3) This Ordinance shall take effect on October 1, 2012. Council Member Waldron made a motion that Ordinance 2012-651 be approved on first hearing by reading of title only; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- C. Neighborhood CDBG application Public Hearing – 2<sup>nd</sup> hearing – Mr. Bill Gearing, of Guardian, was present and presented three Resolutions to the Council for their consideration. The **first** Resolution was title: “*A Resolution regarding the expenditure of local funds on Florida Small Cities Community Development Block Grant eligible activities as leverage for the FFY2012 Community Development Block Grant, Neighborhood Revitalization application*”. The **second** Resolution was title: “*A Resolution authorizing the Mayor to make application to the Florida Department of Economic Opportunity federal fiscal year 2012 Small Cities Community Development Block Grant Program and other related federal and state economic development grants and programs, providing an effective date and for other purposes.*” Council Member Bastardi made a motion to approve both Resolution presented by Mr. Gearing with the modification by inserting “Lake Placid Fiscal Year 2012-2013 at the end of Section 6 of the Resolution containing Section 6; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
- D. Economic Development CDBG Application Public Hearing – 2<sup>nd</sup> hearing – Mr. Bill Gearing, of Guardian, was present and presented a Resolution to the Council for their consideration. The Resolution was titled: *A Resolution authorizing the Mayor to make application to the Florida Department of Economic Opportunity federal fiscal year 2012 small cities community development block grant program; providing an effective date and for other purposes*”. Council Member Bastardi made a motion to approve the Resolution subject to a line added at the end requiring annexation when contiguous; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
- E. Task Order to complete the CDBG project – Mr. Freeman introduced Roger Homann, of Envisors Engineering. Mr. Homann stated Envisors existing Task Order 12-02 for CDBG Engineering Services states: “*In order to maximize the Town’s potential to receive the CDBG funding, the proposed projects must be designed (construction drawings prepared) and submitted for permitting by 1 October 2012. At the request of*

*the Town Council on 23 July 2012, Envisors has prepared this Task Order for services necessary to design and permit the Magnolia Street WPF and water main improvements work scope items of the proposed CDBG Funding Application. The Town is currently considering the street repaving project scope item to also be submitted with the CDBG Funding Application. Engineering services necessary for this work scope item are planned to be included as an Addendum to this Task Order once the exact street repaving project is identified.”* Mr. Homann stated the scope of work for the street repaving project phase has now been identified. In addition, another project phase has been identified that will be included with the CDBG Funding application, which is the rehabilitation of the City’s wastewater life station located on the south side of Lake Rachard. Mr. Homann further stated Envisors proposed compensation for these work scope items are as follows: Street Repaving Project Phase: \$8,000.00 and Lift Station Improvements Project Phase: \$15,000.00. Council Member Waldron made a motion to amend the Contract the Town has with Envisors in order to add these two items to the scope of work; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

#### PRESENTATIONS:

- A. Highlands Tea Party Veterans Rally – Jeanne Parzygnat – Mrs. Parzygnat stated the Highlands Tea Party would like to use DeVane Park in October for a Veterans Rally. She stated she stopped by the office and picked up an application for the renting of the park. She stated it lists the Tea Party would have to have insurance insuring the Town as a loss payee. She stated her group is a volunteer group and does not have the money it would cost for the insurance. She stated she has checked and the insurance would run nearly \$300.00 for the 4-5 hours they want to use the park. After reviewing the Code, Atty. Harris advised it does not require insurance for the use of DeVane Park. He stated Staff does have a policy in place requiring insurance, but it would be up to the Council to decide whether or not to override the policy. Council Member Waldron made a motion that the Highlands Tea Party Veterans Rally not be required to furnish insurance coverage for their event; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
- B. TIPS Teams Suggestions:  
Vice Mayor Royce asked the Chairman of each TIPS Team to present their suggestion, reminding everyone the TIPS program is a program the Council started October 1, 2011 as an incentive for the employees to turn in ideas to help the Town save money, work more productively and effective.

TEAM A: Chairman Eddie San Miguel stated his Team had seven suggestions. After nearly two hours of discussion, the Team could not come up with one they thought was the best, so they were presenting all seven ideas.

TEAM B: Acting Chairman Beverly Hunt stated her Team was suggesting the Town use the burnt brush ash to make compost for a community garden at Lake June park and also that the Town purchase a chipper that could be used to chip up the trees that are collected and either given away the mulch and sell it.

TEAM C: Chairman John Komasa stated his Team was suggesting the Town provide more training and cross training for employees and that the Town utilize interns from the college.

TEAM D: Chairman Phil Williams stated his Team was suggesting the Town buy a street sweeper.

Vice Mayor Royce and the Council thanked all the Teams for their participation for the last year and stated they hoped employees would continue to turn in suggestions that could help the Town. Council Member Bastardi made a motion that Team A's suggestions be ranked as suggestion Number One, entitling the Team to an additional \$250.00 to be divided between each member; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

#### DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

##### A. Town Planner:

1. Renewal of Planning Agreement – Kandi Harper, of the Highlands County Planning Department was present and presented the Council with a proposed Interlocal Agreement for Planning Services between Highlands County and the Town of Lake Placid. She stated the Interlocal Agreement had been reviewed by the County Attorney and the Town's Attorney. She stated the fee for the year stated the same at \$25,000.00, to be paid quarterly. Council Member Bastardi made a motion to approve the Interlocal Agreement between Highlands County and the Town of Lake Placid; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

##### B. Town Attorney:

1. Selection of Audit Firm – Vice Mayor Royce reminded the Council the Audit Meeting had recommended ranking Mauldin & Jenkins as #1 out of the four applications we received at the last meeting. Mr. Rick Hartley, of Mauldin & Jenkins was present at the meeting. After several questions asked of Mr. Hartley, Council Member Bastardi made a motion to accept Mauldin & Jenkins as the #1 ranked firm as of the findings of our Audit Committee and to name Mauldin & Jenkins as the number one ranked firm for the Town of Lake Placid's services; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
2. Negotiation with Audit Firm – Vice Mayor Royce stated Mauldin & Jenkins has agreed to do the work for \$24,000.00, which was the lowest fee suggested in all four applications the Town received. Council Member Bastardi made a motion we accept the proposal from Mauldin & Jenkins, which is the recommendation from the Audit

Committee; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

3. Engagement Letter – Mr. Hartley stated he would be sending an engagement letter for the Mayor’s signature. Atty. Harris asked Council if they were comfortable with the Mayor negotiating and accepting the engagement letter based upon the fee you just agreed too or do you want to see the engagement letter /contract come back? Council Member Bastardi made a motion to allow the Mayor to sign an engagement letter containing the items discussed tonight; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

C. Town Utility Director:

1. Mr. Freeman asked to have Vehicle #3 (1992 Ford) declared surplus so that he can dispose of it. Mr. Freeman stated he would like to follow Chief Williams’ policy and have the vehicle placed on GovDeals to see if we can sell it. Council Member Bastardi made a motion to allow the Utility Director to make the proper disposal arrangements and that any funds from that disposal to placed in the appropriate line item in the utility budget; motion seconded by Council Member Waldron. On roll call, motion carried unanimously

D. Town Public Works:

1. Dog Park – Mr. Ken LeBlanc stated he would like to see the Town produce a dog park at Lake June Park. Mr. LeBlanc stated he has visited several dog parks in different states and gotten information on many. He LeBlanc presented the Council with a packet showing where he would like to see the dog park placed at Lake June Park. He also stated he would like to see signs sold and attached to the fencing to help pay for the park. Vice Mayor Royce felt the Council could not vote on anything until they were sure what they were being asked to do. Atty. Harris stated there were a lot of issues that needed to be discussed, such as: parking, where it would be, if there would be any fees. Atty. Harris stated Council should give Mr. LeBlanc some idea of whether or not they are in agreement with a dog park and then let Mr. LeBlanc come back with a more specific diagram of where the park should be, rules, there also needs to be a written understanding that if Mr. LeBlanc raises so much money that it would be used for a dog park for a certain minimum period of time and then a year to year basis thereafter. Mr. LeBlanc stated he felt to start one would probably be \$7,000.00. Council asked Mr. LeBlanc to get with Mr. Komasa and others and come back to Council with a much more detailed proposal, addressing all the concerns and then when those concerns are addressed, probably more concerns will arise, but then we can take the next step to talk about it.
2. Highlands County – Town’s Support for the Lake June-in-Winter Stormwater Retrofit Cooperatively funded project – Mr. Chris Benson, Administrative Project Manager, for Highlands County, was present. Mr. Benson had attended the last meeting and

was asked by Council to go back to the County and get some answers to the following questions:

1. What percentage or dollars Florida Department of Transportation is going to contribute to the local match and what their improvement plans for water flow are;
2. What percentage or dollars the County Commission is going to take out of the Lakes portion of the Hotel, Bed Tax Proceeds;
3. The percentage of Lake June frontage within our municipal jurisdiction;
4. The amount the County Commission and/or County Staff would request Lake Placid fund.

Mr. Benson was present with the answers to the questions.

1. FDOT is not a cooperative funding partner. The County will coordinate a meeting between the cooperative funding agencies including the Town and FDOT to facilitate this discussion.
2. The Tourism Development Council has approved a request from Staff for \$20,000. (18%) Highlands County will fund \$110,000.(25%) and the District will fund \$330,000.(75%)
3. Town of Lake Placid – Lake June frontage 14,300 linear feet (19.10%)  
County – Lake June frontage 60,715 (80.90%)
4. \$22,000.00 (20%)

Vice Mayor Royce stated he felt the consensus was that we are still very interested in this matter and want to consider making a contribution to this project if it is demonstrated that a truly viable solution is going to take place and that it is demonstrated that it will be quite a water quality improvement. Vice Mayor Royce stated he would encourage Mr. Benson to take back to the folks he works with this understanding. Vice Mayor Royce stated the Council would also like to be made aware of any meetings to be held to discuss this project so that Council can become better educated with the project design and what the outcome is going to be.

E. Town Clerk:

1. Overtime Pay for Sanitation employees – Mrs. Tuck stated the sanitation employees will have to collect garbage on the day after Thanksgiving, Christmas Eve and New Years Eve. She stated these three days are holidays for the Town. Being as they are holidays our policy states the sanitation employees cannot get paid because they have to work 40 hours, actually working hours, before overtime pay kicks in. She asked Council if they would be willing to change the policy for the sanitation employees for these three days. She stated it would cost the Town \$287.66. Mr. Freeman stated his

guys are under the same policy and do not get paid for overtime when a holiday falls during the week. Council Member Waldron made a motion to waive the restrictions of the time spent by employees on days leaves, etc, and pay the \$287.66 for the sanitation employees; motion seconded by Council Member Bastardi. On roll call, Council Member Waldron voted yes, Council Member Bastardi voted no and Vice Mayor Royce voted no. Motion failed 2 to 1.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Bastardi. Vice Mayor Royce, hearing no objections, declared the meeting adjourned at 9:30 pm.

SPECIAL COUNCIL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY SEPTEMBER 17, 2012 5:35 P.M.

In the absence of Mayor John Holbrook, Vice Mayor Ray Royce called the special meeting of the Lake Placid Town Council to order on Monday September 17, 2012 at 5:35 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present. The special meeting was scheduled for the last reading of the 2012-2013 Budget.

ROLL CALL:

Vice Mayor Ray Royce  
Council Member Debra Worley  
Council Member Mike Waldron

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

ABSENT:

Mayor John Holbrook  
Council Member Steve Bastardi

PUBLIC HEARINGS:

- A. Ordinance 2012-650 – Approval of 2012-2013 Budget Millage – Atty. Harris read the title of the Ordinance and advised that: (1) The Fiscal Year 2012-2013 operating millage rate for the Town is 3.6500 mills, which is less than the rolled-back rate of 3.7816 mills by -3.48%; and (2) This Ordinance shall take effect October 1, 2012. Council Member Waldron made a motion that Ordinance 2012-650 be approved on second hearing by reading of title only and adopted; motion seconded by Council Member Worley. On roll call, Council Member Waldron, Council Member Worley and Vice Mayor Royce voted yes. Motion carried 3 to 0.
- B. Ordinance 2012-651 – Approval of 2012-2013 Budget – Atty. Harris read the title of the Ordinance and advised that: (1) The Fiscal Year 2012-2013 Final Budget (attached as Exhibit A to the Ordinance) is adopted; (2) The Town Council from time to time may review the status of the budget for the Town and if they determine there needs to be line item adjustments the Council may make the adjustments through a Resolution adopted by the Council; and (3) This Ordinance shall take effect on October 1, 2012. Council Member Waldron made a motion that Ordinance 2012-651 be approved on second hearing by reading of title only and adopted; motion seconded by Council Member Worley. On roll call, Council Member Waldron and Vice Mayor Royce voted yes; Council Member Worley voted no. Motion carried 2 to 1.

Vice Mayor Royce announced the Public Hearings were all that was advertised for the Special Meeting, therefore he declared the meeting adjourned at 6:15 P.M.



SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY OCTOBER 1, 2012 5:00 P.M.

Mayor John Holbrook called the special meeting of the Lake Placid Town Council to order on Monday October 1, 2012 at 5:00 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

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

Town Clerk Arlene Tuck  
Town Police Chief Phil Williams  
Town Utility Director Gary Freeman

Mayor Holbrook informed the Council that the meeting was being held to discuss the Employees new Personnel Policy Handbook. He stated Rachel Osborne was instrumental in preparing the handbook; however she could not be present tonight. He stated that our old Personnel Policy Handbook was sent to Employers Association Forum (an organization we belong to that gives advice on policies, procedures and management). EAF reviewed the handbook and returned it with many changes and suggestions. Ms. Osborne redid our old Personnel Policy Handbook to bring it up to code with EAFs suggestions. He further stated the Handbook has been reviewed by him and all department heads. Mayor Holbrook asked Council if they would like to proceed with reviewing the Handbook or would they like to reschedule the meeting when Ms. Osborne could be present. Council stated they would like to reschedule the review until Ms. Osborne could be present.

The other subject on the agenda was Job Descriptions. Mrs. Tuck stated she thought this would be a good time to discuss the job description for the Town Clerk. She stated she has six months left before her retirement date of (March 31, 2013). Council Member Waldron asked if we could get someone from the Florida Association of City Clerks to attend the meeting and give some information about the duties, etc. Council Member Royce stated he would like to see someone with some GIS and planning experience. He also stated he would like to see the Town Clerk as more of a Public Information Person. He stated some at the County do not know who to call to ask for when they are trying to get hold of the Town. Council Member Worley stated she agreed with Council Member Royce but thought this discussion needed to wait until we discussed Job Descriptions.

Council asked the Clerk to advertise for another special meeting on October 22, 2012 at 5:00 PM to discuss the Personnel Policy Handbook and Job Descriptions.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Bastardi. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:00 P.M.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY OCTOBER 8, 2012 5:35 P.M.

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday October 8, 2012 at 5:35 P.M., at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present. Prior to the meeting Rev. Ray Cameron, of the First Presbyterian Church led in the invocation and Pledge of Allegiance to the Flag.

ROLL CALL:

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

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

ABSENT:

Council Member Debra Worley

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 Bastardi made a motion to approve Consent Agenda Items A, B, C, D, and F as presented; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

Council Member Bastardi made a motion to approve Consent Agenda Item E as presented; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes; Council Member Royce abstained from voting due to a conflict of interest. Motion carried 2 to 0.

PUBLIC HEARING:

- A. Ordinance 2012-652 – Repealing Miracle League Ordinance – Atty. Harris stated he was presenting this Ordinance to Council as they had requested at the last meeting. The Ordinance is being repealed due to the fact that the monies lent to the Town (\$25,000.00) has been returned to Glades Electric Charitable Trust, Inc.. Mayor Holbrook read the title of the Ordinance. Council Member Waldron made a motion Ordinance 2012-652 be approved on first hearing by reading of title only; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

A. Utility Director:

1. FDEP Consent Order Amendment – Mr. Freeman presented Council with a copy of letter received from Florida Department of Environmental Protection with a proposed Consent Order Amendment to resolve the issues at the South Plan WWTP. The amendment lists only four items left to correct from the ample list previously presented. Council Member Waldron made a motion to approve the Consent Order Amendment to resolve the South Plant WWTP Permit No. FLA 014353-OGC Case No. 11-0173-28-DWA1 and authorize the Mayor to execute the Amendment, subject to the recommendation for approval from the LPRUAC; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

B. Public Works Director:

1. Insurance for Parks – Mrs. Tuck stated she had checked with our insurance company concerning whether or not the Town should require insurance of customers wanting to rent/use our parks, as requested by the Town Council last month. She stated she had included, in the packet, a letter received from our insurance company stating they did not require the insurance but they highly recommended it. They stated even though the Town is covered, it is an extra layer of coverage. Council asked Atty. Harris to check with our insurance carrier to make sure we are covered. Then we can have another discussion on this matter.
2. Bids on Tow behind Lift – Mr. Komasa stated we had advertised for bids for a 35ft platform height, 24V-DC power lift. He stated we received two bids: 1) Sunbelt \$22,125.00; and 2) Trekker \$23,800.00. Mike Eisenhart of Keep Lake Placid Beautiful was present. Mr. Eisenhart stated he had prepared the grant to secure the funds to purchase the lift. The grant is a 50/50 match. The Town will put in one-half of the cost and the funds from the State (up to \$10,000) will be put in by KLPB. Mr. Eisenhart stated we have nine months to use the funds. Council Member Bastardi stated he would like to go ahead with the purchase of the lift. He stated he would prefer to purchase a new piece of equipment instead of looking for a used piece of equipment that we might have to be doing work on. Council did ask Mr. Komasa to

call the lower bidder and see if there was any way to reduce the cost; such as if there are any delivery charges listed in the price, maybe the Town could go pick it up.

Council Member Bastardi made a motion to approve Sunbelt Rentals sales quotation of the Tow behind boom lift contingent upon the Department Head's satisfaction that the terms of the quote are complete and that the Town will pay up to \$12,125.00 with balance to be paid by Keep Lake Placid Beautiful; motion seconded by Council Member Waldron.

3. Mayor Holbrook brought up an issue concerning DeVane Park. He stated people are driving their vehicles all over the park. Council Member Royce stated he had past the Park this past weekend and there was a wedding going on. There was a catering truck parked up close to the gazebo. Mayor Holbrook stated he wants the driving on the park to stop. Council asked Mr. Komasa and Chief Williams to get together and come up with some suggestions to help stop the people pulling into the park with vehicles.
4. Price to use lights at Lake June Ballfields – Mr. Todd Moore, of the Lake Placid Recreation Committee was present and asked that the Council reconsider the price each league has to pay for the use of the lights at the ballfields. Mr. Moore stated the price at this time is \$28.00 per hour. Mr. Komasa had figured it at \$9.00 per hour. Mr. Moore stated he felt Mr. Komasa's figure of \$9.00 per hour was much more realistic. Council Member Royce made a motion the rate being charged for the lights, be changed, effective today, from \$28.00 per hour to \$9.00 per hour and that either the respective leagues or the recreation advisory committee may provide additional written suggestions on the equitable distribution of power bills to the Council for their consideration; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

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 7:15 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY OCTOBER 22, 2012 5:00 P.M.

Mayor John Holbrook called the special meeting of the Lake Placid Town Council to order on Monday October 22, 2012 at 5:00 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 Bert Harris  
Town Public Works Director John Komasa  
Town Utility Director Gary Freeman  
Town Police Chief Phil Williams

DEPARTMENT HEADS:

A. Town Clerk:

1. Job Descriptions – Because of Mrs. Tuck’s impending retirement on March 31, 2013, the Council started by discussing the Town Clerk position. Mrs. Tuck had presented a proposed Job Description for the Town Clerk. Council reviewed the description and made some changes. It was decided that the position should be advertised as soon as possible, asking that applications be received by the end of November 2012. The Council would like to start interviews in December and have someone hired by January 2013 so that the person can start shadowing Mrs. Tuck, until her retirement. The Mayor stated he and Mrs. Tuck would work on the advertisement and get it in as many publications as they can. Council Member Royce made a motion to approve the job description as amended with a salary range of \$38,000.00 to \$50,000.00; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

B. Email Addresses:

1. Council discussed the employees’ email addresses and asked that they be changed to reflect the department; such as, the Town Clerk’s email address would be [clerk@mylakeplacid.org](mailto:clerk@mylakeplacid.org), the Utility Director would be [utilities@mylakeplacid.org](mailto:utilities@mylakeplacid.org), the finance department would be [finance@mylakeplacid.org](mailto:finance@mylakeplacid.org), and the public works

would be [publicworks@mylakeplacid.org](mailto:publicworks@mylakeplacid.org). Staff stated they would contact our IT person and get it changes.

C. Personnel Policy and Job Descriptions:

1. Rachel Osborne, who works in the finance department, was asked to review the job description for the finance person and revise it so that it included the jobs that had been removed from the Town Clerk's description. Council stated they would review the job descriptions at the next meeting.
2. Personnel Policy – Council stated they would like to also review the personnel policy at the next meeting.

Council Member Waldron made a motion the meeting adjourn; motion seconded by Council Member Royce. Mayor Holbrook, hearing no objections, declared the meeting closed at 7:10 pm.

SPECIAL MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
THURSDAY NOVEMBER 8, 2012 5:00 P.M.

Vice Mayor Ray Royce called the special meeting of the Lake Placid Town Council to order on Thursday November 8, 2012 at 5: 25 pm, at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Vice Mayor Ray Royce  
Council Member Steve Bastardi  
Council Member Mike Waldron

Town Clerk Arlene Tuck  
Town Planner Kandi Harper

ABSENT:

Mayor John Holbrook  
Council Member Debra Worley

NEW BUSINESS:

- A. Request for comments from Council regarding amending the Greater Lake Placid Vision Planned Overlay Map by placing approximately 8.39 acres into the Greater Lake Placid Vision Planned Overlay – Mrs. Harper, with Highlands County Planning Department, informed the Council a request was received for a Large Scale Comprehensive Plan Amendment CPA-12-527LS amending the 2030 Greater Lake Placid Planned Vision Overlay (GLPPVO) Growth Management Areas Map of the Highlands County Comprehensive Plan (Plan) by placing 8.39 +/- acres therein to be considered by Highlands County P&Z on Tuesday, November 13<sup>th</sup>. The matter for consideration is to place 8.39+/- acres of Lost Lake into the GLPPVO in support of Objective 12 of the Plan that discusses the future development of the property surrounding the Town of Lake Placid.

The Town Council reviewed the documents given to them by Mrs. Harper. Council Member Waldron then made a motion to recommend approval for the 8.39 +/- acres to be included in the GLPPVO with the Town Council's condition that the Applicant agree to sign an Annexation Consent when requested by the Town Council; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.



Council Member Bastardi made a motion the meeting adjourn; motion seconded by Council Member Waldron. Vice Mayor Royce, hearing no objections, declared the meeting adjourned at 6:30 pm.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY NOVEMBER 19, 2012 5:35 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday November 19, 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 Bert Harris  
Town Utility Director Gary Freeman  
Town Police Department – James Fansler

ABSENT:

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, excluding bills to Royce Supply
- E. Approval of monthly bills to Royce Supply
- F. Accountability Statements
- G. Acceptance of Jon Million's resignation from the Recreation Committee

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

Council Member Waldron made a motion to approve consent agenda item E; motion seconded by Council Member Bastardi. On roll call, Council Member Waldron and Council Member Bastardi voted yes; Council Member Worley voted no and Council Member Royce abstained due to a conflict of interest. Motion carried 2 to 1.

#### PRESENTATION:

- A. Good Shepherd Hospice Proclamation – Becky McIntyre, of Good Shepherd Hospice was present and read a Proclamation declaring the month of November as National Hospice Month. Council Member Waldron made a motion to approve the Proclamation; motion seconded by Council Member Worley. On roll call, motion carried unanimously.
- B. Mentor Committee – Job position – Mrs. Marlene Barger, a member of the citizens appointed Mentor group was present and stated several of the mentors had met to discuss the pending retirement of the Town Clerk. Mrs. Barger stated the mentor group felt it would be a good idea to look into a new job description of Town Administrator/Town Clerk. This person would answer to the Mayor, but would be a position over Department Heads. Council Member Royce made a motion that we hold a special Town Council meeting on Monday December 10, 2012 to consider whether or not to create a new job description tentatively named Town Administrator; motion seconded by Council Member Waldron. (Council Member Royce stated in support of his motion we have the recommendations from the citizens and it gives us an opportunity to weigh in and the general public the opportunity to weigh in and make any recommendations) Council Member Royce stated he hoped if the motion passes the Mayor would instruct Staff to figure out if we want to do this, what revenue streams could help finance this position. Council Member Royce stated he felt the Mayor should get together with the Town Staff and let them weigh in on this matter. Council Member Royce stated he was talking about a Supervisor position who would become supervisor over all departments and employees, other than those connected with law enforcement. On roll call, motion carried unanimously.

#### PUBLIC HEARINGS:

- A. Ordinance 2012-652 – Repealing Miracle League Ordinance (2<sup>nd</sup> hearing) Mayor Holbrook read the title of the Ordinance. Council Member Royce made a motion Ordinance 2012-652 to approved on seconded hearing by reading of title only and adopted; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
- B. Ordinance 2012-653 – Allow connections, disconnections and reconnection fees for Utilities (1<sup>st</sup> hearing) – Mrs. Tuck stated the portion of the Utility Ordinance that refers to Tomoka Heights and Highway Park utilities allows from utility customers to place their water on temporary disconnect. This means customers that are here just for the winter months can have their water temporarily disconnected for fee and reconnected for a fee when they return. The water is not turned off. Mrs. Tuck stated some of the Town residents have been asking for the same disconnect and reconnect privileges and so she and the utility department came up with the Ordinance allowing Town residents temporarily disconnect and reconnect. Council Member Royce stated he wants the Ordinance referred back to the Regional Utility Advisory Committee for their review.

Council would like to know what financial implications might be involved. Council Member Waldron made a motion to table this matter until it can be reviewed by the Lake Placid Regional Utility Advisory Committee; motion seconded by Council Member Royce. On roll call, motion carried unanimously.

DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

A. Town Planner:

1. Bud Warren – Blue Bird Sanctuary Proclamation – Mr. Warren asked Council for permission to install blue bird birdhouses around Town in February. Mr. Warren stated he would be working with the high school to build the birdhouses. He stated he would also clean out the birdhouses, with the help of other organizations. Council Member Worley made a motion to go ahead and move forward with this project and to get more information to be presented to Council with the help from the Public Works Director working with Mr. Warren as to how many boxes, etc.; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

B. Public Works Director:

1. Recreation Fees – Council Member Royce stated just to get the discussion started he would move that we direct the Town Attorney to make an amendment to the Resolution that sets the park and recreation fees pursuant to the terms of the motion I have submitted to the Council (see attached); motion seconded by Council Member Waldron. On roll call, Council Member Royce voted yes, Council Member Waldron, Council Member Worley and Council Member Bastardi voted no. Motion failed 3 to 1.

Laura Teal, of the Lake Placid Recreation Committee, stated the Recreation Committee had heard Council Member Royce's proposal and they had one of their own. She stated the Recreation Committee was recommending \$10.00 per participant per sport and no fee for the lighting.

2. Council Member Worley stated she would like to revisit the motion made by Council Member Royce. (Council Member Royce stated because Council Member Worley was on the prevailing side of the motion, she can ask to revisit the motion.) Council Member Worley stated she would like to make the same motion as Council Member Royce; motion seconded by Council Member Royce. On roll call, Council Member Worley, Council Member Royce and Council Member Waldron voted yes; Council Member Bastardi voted no. Motion carried 3 to 1.
3. Recreation Committee – Advertise for new member – Council Member Royce made a motion the Town advertise for applications to fill the vacancy on the Recreation

Committee; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

4. Storm Water – Council Member Bastardi stated he would like to see the Town start looking into storm water for the Town. This would include homes that flood, streets that flood and such. Council Member Bastardi made a motion to approve the formation of a stormwater commission and to assemble the commission and all the thoughts on how we move forward to make Lake Placid a better place with regards to managing stormwater; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.
5. Council Member Worley made a motion for the Clerk to advertise for 5 to 7 individuals who would like to serve on the Storm Water Commission; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.
6. Recreation Interlocal Agreement with Highlands County – Council Member Royce made a motion to approve the Interlocal Agreement with Highlands County for Recreation funding for the year 2012-2013; motion seconded by Council Member Worley. On roll call, motion carried unanimously.

C. Utility Director:

1. Mr. Freeman presented the Council with a handout concerning a potential acquisition of utilities from Leisure Lakes. The company that now owns the utilities for Leisure Lakes and many other utilities in the State of Florida wants to sell them. They have approached the County about purchasing the utilities. The County stated they would not be interested, but would like to see the municipalities consider the purchase. Mr. Freeman stated he had toured the water and wastewater plants at Leisure Lakes. He gave the Council a list of improvements that definitely need to be made and an estimate of what it would cost to bring the plants up to the Town's standards.

Council Member Royce made a motion to authorize Town Staff to continue to look into this matter and bring subsequent findings back to the Town Council; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

D. Mayor/Council Members:

1. Job Description: Council Member Royce made a motion to direct the Mayor to find a uniform format for all job descriptions and that the Utility Director job description

be placed on the agenda of the next available Regional Utility Advisory Commission meeting; 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 Waldron. Mayor Holbrook, hearing no objections, declared the meeting adjourned at 9:15 pm.

REGULAR MEETING  
TOWN OF LAKE PLACID TOWN COUNCIL  
MONDAY DECEMBER 10, 2012 5:35 PM

Mayor John Holbrook called the regular meeting of the Lake Placid Town Council to order on Monday December 10, 2012 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 Mike Waldron  
Council Member Steve Bastardi

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

PRESENTATION:

Eileen May, Executive Director of the Lake Placid Chamber of Commerce, was present and informed the Town Council that Lake Placid had been selected by Readers Digest as the "Most Interesting Town in America" for 2012. She also gave the Council Members a copy of the January 2013 Readers Digest which has a two page spread about Lake Placid.

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Approval of monthly report
- D. Approval of monthly bill, 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, B, C, D, and F; 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.

Council Member Bastardi made a motion to approve Consent Agenda Item E; motion seconded by Council Member Waldron. On roll call, Council Member Bastardi and Council Member Waldron voted yes, Council Member Worley voted no and Council Member Royce abstained due to a conflict of interest. Motion carried 2 to 1.

Council Member Worley stated she would like to receive a hard copy of the agenda from now on because she is not able to retrieve her package on the internet.

DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS:

A. Public Works Director:

1. Mayor Holbrook asked Mr. Komasa to get with Mr. Eisenhart of Keep Lake Placid Beautiful and see about trimming the trees at the Thrift Shop on the corner of W. Interlake Blvd, and South Main Street.

B. Police Chief: No Comments

C. Utility Director:

1. Approving Bid for Mowing Water & Wastewater Plants – Council Member Royce made a motion that The Cutting Edge, LLC with the lowest bid of \$7,500.00 annually, be awarded the contract to mow the water and wastewater plants; motion seconded by Council Member Waldron. On roll call, motion carried unanimously.

D. Town Attorney:

1. Atty. Harris presented the Council with an Amended and Restated Resolution of the Town of Lake Placid, Florida regarding Town Park User Fees, Charges and Assessment for 2012-2013. Council Member Royce made a motion to adopt the amended Resolution with the fee for inappropriate use of lighting, failure to discontinue lighting inappropriately, or for all other activities, including tournaments to be set at 125% of the Town's cost; motion seconded by Council Member Waldron. On roll call, Council Member Royce and Council Member Waldron voted yes; Council Member Bastardi and Council Member Worley voted no. Mayor Holbrook voted yes to break the tie. Motion carried 3 to 2.

E. Town Clerk:

1. Mrs. Tuck stated Ken Smalls, Financial Technical Assistance Manager, with Florida League of Cities, was in to visit her one day last week. Mr. Smalls stated he was visiting different cities to remind them of the assistance the Florida League of Cities can give to the Cities. He asked Mrs. Tuck to remind the Council the FLC is there for them.



2. EAR – Mrs. Tuck stated there will be a special meeting of the Lake Placid Town Council on Monday January 14, 2013 at 5:00 pm to review the comments from the State concerning the Town’s EAR.
3. Report on Town Administrator/Clerk Position:
  - A. Mrs. Marlene Barger, a citizen of the Town, stated the self-appointed Mentor group had met and was returning to make a presentation concerning the Town hiring a Town Administrator/Clerk position. She stated the Administrator would oversee the multimillion-dollar business of administering the Town of Lake Placid, keep the Council apprised of current and future business opportunities, direct the Town’s multiple departments, ensure that all employees perform at their peak level, and set the tone for the Town’s steady improvement processes.

She stated her group wanted to make the following statement: “We are not appointed by any governing body and have no decision-making authority. We are a group of interested and concerned citizens. We are people who come together of our own free will to provide thoughtful input at Town Hall meetings and to Council Members and the Mayor. We do not carry messages between Council Members or between Council Members and the Mayor.”

Mrs. Barger stated her group felt a salary range of \$78,000 - \$90,000. annually, depending on the qualifications of the applicant, should be considered. She further stated the Mentor group’s suggested motion would be “Expand the current Town Clerk’s job description to Town Administrator/Clerk and accept the proposed revised job description. Form a committee to finalize a weighted scoring sheet of candidates.

Council Member Bastardi was concerned that this would just be another level between the Department Heads and the Mayor. Council Member Royce stated he was undecided. Council Member Waldron was also undecided.

Mayor Holbrook stated he had spoken with Chief Williams who showed a strong interest in pursuing the position. Mayor Holbrook stated he would suggest appointing Chief Williams as the Town Administrator over all departments of the Town. There could be a Capital or Lieutenant appointed to do daily duties at the Police Department. Chief Williams stated he was interested in the job, but had not problem with it being advertised. He stated he had put in his resume and if selected he would do his best for the Town.

After much discussion, Council Member Royce made a motion to change the advertising, stop the advertising we are currently doing for a Town Clerk, and now advertise for a Town Administrator and that we utilize the job description

that was suggested to us by the citizens group with several changes: anywhere where it says Town Administrator/Clerk I would suggest it says just Town Administrator, take the word Clerk out, and graduation from an accredited four-year college or university with a Bachelor of Science degree and three years of responsible administrative, municipal, public agency or private sector background add "is strongly preferred"; and add the propose salary range shall be between \$70,000 - \$85,000 annually depending upon qualifications of the selected applicant; salary and benefits package would be recurring on an annual basis; also the Council reserves the right to modify the qualifications and description of the job based upon the applications received; motion seconded by Council Member Bastardi. On roll call, motion carried unanimously.

The Mayor will rank all the applicants and make recommendations to the Council.

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 8:00 pm.