



# MINUTES

## City Commission Meeting

6:00 PM – Thursday, November 21, 2024 – City Hall

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### INVOCATION: MOMENT OF SILENCE

Mayor Holland asked for thoughts and prayers for the Palm Beach County deputy sheriffs who were killed or injured during an accident that day.

### PLEDGE OF ALLEGIANCE: VICE MAYOR EMILY LEE

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

### ACKNOWLEDGE OF QUORUM AND PROPER NOTICE

PRESENT: Vice Mayor Emily Lee, Commissioner Christine Cruz, Commissioner Willie Hawkins, Mayor Michael Holland

ABSENT: Commissioner Gary Ashcraft

### 1. AGENDA UPDATE

Craig Capri, Police Chief, addressed the audience and asked that everyone treat each other with respect during the meeting.

Tom Carrino, City Manager, asked to switch the two presentations with Florida Budokan being first and then the SWAT and Tobacco Free Florida.

### 2. APPROVAL OF MINUTES

#### 2.1 November 7, 2024 City Commission Meeting

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

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

### 3. PRESENTATIONS

#### 3.1 Florida Budokan Presentation by Chelsey Velilla

Chelsey Velilla, Florida Budokan and Arching Oaks Japanese Art & Culture Center, explained the purpose of their organization. She introduced her husband, Sebastian Velilla, and Mayumi Soeda, their Japanese Outreach Coordinator who is from Nagasaki, Japan. She explained the founding of the organization in 2019 and the intent of their programming. She provided an overview of their facility and programs. She cited the Memorandum of Cooperation between Japan and the State of Florida. She commented on a variety of cultural exchange programs that could be presented within the City. She invited the Commission and audience members to visit their center.

Mayor Holland stated he would ask City staff to provide a link on the City's website. He and the rest of the Commission presented Ms. Soeda with a welcome basket from the City.

Commissioner Cruz asked if Sister Cities could be brought back to the Commission for discussion with Mayor Holland responding that the Commissioners all had the distributed information to read through and it could be discussed at a future meeting.

### 3.2 SWAT and Tobacco Free Florida Presentation by Michael Kerekes and Sarah MacDonald

Sarah MacDonald, Lake County/Tobacco Free partnership, introduced Ethan and Bella from their Middle and High School Umatilla SWAT Club. They gave a presentation regarding the effects of second hand smoke on children and the environment and other facts regarding smoking. They cited the 2022 update to the Florida Clean Air Act which allows counties and cities to restrict smoking and vaping in public parks, beaches and boat ramps. They requested that the City of Eustis prohibit smoking and vaping in the public parks, require signage and allow for enforcement. They noted that the Bureau of Tobacco Free Florida has funds designated to purchase signage and the Public Health Law Center has developed model ordinances specifically for Florida cities and towns.

Mayor Holland complimented the youth and indicated that he would ask City staff to put consideration on a future agenda.

Mayor Holland then announced that the City received a letter from Senator Rick Scott commending Miranda Muir and the Events and Tourism staff for the recent Veteran's Day event.

Mr. Carrino introduced the City's new IT Director Bryce Hale.

## **4. APPOINTMENTS**

### 4.1 Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees – Jeffrey Stephan

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to reappoint Jeffrey Stephan to the Eustis Firefighters Pension Board of Trustees. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

### 4.2 Reappointment to Eustis Firefighter's Pension and Retirement System Board of Trustees - Charles R. McMaster

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to reappoint Charles McMaster to the Eustis Firefighters Pension Board of Trustees. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

## **5. AUDIENCE TO BE HEARD**

Pat Duncan addressed the Commission regarding the recent LDR workshop and asked if the City could offer some incentives to encourage developers to utilize the smart growth concepts.

Mayor Holland explained staff is still working on the amendments to the land development regulations.

## 6. CONSENT AGENDA

### 6.1 Resolution Number 24-104: Approval of Budget Amendment for Purchase in Excess of \$50,000 to enter into a three (3) year agreement for Network and Cybersecurity Services

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

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

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

### 7.1 Resolution Number 24-90: Approving Final Subdivision Plat for Estes Reserve Subdivision, An 18-Lot Single-Family Residential subdivision, on Approximately 4.70 acres located North of Estes Road/Lake Lincoln Lane on the West Side of Estes Road Alternate Key Number 3862867

Sasha Garcia, City Attorney, read Resolution Number 24-90 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a final subdivision plat for the Estes Reserve Subdivision, an 18-lot single-family residential subdivision, on approximately 4.70 acres located north of Estes Road/Lake Lincoln Lane on the west side of Estes Road (Alternate Key Number 3862867).

Mike Lane, Development Services Director, reviewed the final plat for the Estes Reserve Subdivision. He commented that the final plat was previously heard and postponed to ensure the stormwater ponds had been designed according to the plans previously submitted. Since then, staff has seen the as-builts as well as drone footage which shows the site does comply with City regulations. He stated staff's recommendation for approval.

Attorney Garcia opened the public hearing at 6:22 p.m.

Commissioner Hawkins, Vice Mayor Lee and Commissioner Cruz all reported that they had visited the site and were comfortable that the property did not have any flooding issues. It was noted that there are some items that the Commission does not have control over. Vice Mayor Lee cited areas where the developer went beyond City code including extending the sidewalk to the school and installing handicapped accessible mailboxes.

Pat Duncan submitted a statement from Cindy Newton, who couldn't attend, to be placed into the record.

There being no further public comment, the hearing was closed at 6:27 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Cruz, to approve Resolution Number 24-90. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

### 7.2 Resolution Number 24-103: Approving a Final Subdivision Plat for Grand Isle Subdivision Located on the Northeast Corner of the Intersection of S. Fish Camp and Grand Island Shores Road (Alternate Key Number 1407745)

Attorney Garcia read Resolution Number 24-103 by title: A Resolution of the City Commission of the City of Eustis Florida; approving a final subdivision plat for the Grand Isle Subdivision, a 40-lot single-family residential subdivision, on approximately 10.72 acres located on the northeast corner of the intersection of S. Fish Camp Road and Grand Island Shores Road (Alternate Key Number 1407745).

Mr. Lane reviewed the final plat for the Grand Isle Subdivision. He provided a history of the project and timeline beginning in 2021 and ending with DRC conducting a pre-construction conference in April 2024. He reviewed the subdivision plan details as follows: 1) 10.2 acres; 2) 40 house type lots; 3) 25% open space; 4) 3.73 dwelling units per acre (dua); and 5) 1.0 acres of park space. He noted that staff did go onsite and look at the stormwater retention. He stated that the plan meets the City's regulations and comprehensive plan and stated staff's recommendation for approval.

Attorney Garcia opened the public hearing at 6:31 p.m.

Commissioner Hawkins asked if a tot lot was discussed when it was initially considered.

Mr. Lane responded negatively noting that it was originally submitted in 2022. He confirmed that 120 trees would be planted on the site. They will be required to plant three trees on each lot.

Commissioner Cruz noted the one acre of park space and asked if they had considered placing more trees in the open space area with Mr. Lane responding they have not had that conversation with them.

Christopher DiMillo, owner of SPH Grand Isle LLC, explained they are planting 120 trees in the common areas, as well as installing park benches and trails, in addition to the required three trees per lot.

Commissioner Hawkins confirmed that the maximum density allowed would be five dwelling units per acre.

There being no further public comment, the hearing was closed at 6:34 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to approve Resolution Number 24-103. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

7.3 Resolution Number 24-105: Preliminary Subdivision Plat for The Grove at Pine Meadows located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243)

Attorney Garcia read Resolution Number 24-105 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for the Grove at Pine Meadows Subdivision, a 60-lot single-family residential subdivision, on approximately 24.96 acres of property located on the north side of Pine Meadows Golf Course Road, south of the intersection of Orange Avenue and Beach Drive (Alternate Key Numbers 3907758, 2831634 and 1588243).

Jeff Richardson, Deputy Development Services Director, reviewed the preliminary subdivision plat for the Grove at Pine Meadows Subdivision. He noted that the application was previously denied so they were given a new subdivision number for the re-application. He reviewed the timeline for the project and cited concerns expressed by residents. The Commission denied the project on July 18, 2024, with a recommendation that the applicant hold a community meeting. He confirmed that they did hold a community meeting and, based on the condition approved by the Commission, re-submitted their application with some changes on October 15, 2024. DRC found the plans technically sufficient and approved the Preliminary Subdivision Plat on October 29, 2024.

Mr. Richardson noted that one of the resident's concerns included privacy and the applicant did provide a 6-foot privacy fence to surround the property. An additional concern was utilities work on Orange Avenue. He indicated that they may tap into existing lines on Orange Avenue, but all major construction would be on Pine Meadows Golf Course Road. He cited issues that Lake County will be looking for additional information on at final engineering and construction. He indicated that City Utilities also has items that will have to be taken care of at final engineering including piping types, utility easement and utility dedications and that Building will need appropriate floodplain documentation and wetland protection.

Mr. Richardson reviewed some of the generalized questions from the September 17, 2024 community meeting including roads and traffic, flooding and drainage, soil contamination, loss of wildlife, groundwater impact on existing wells, number of new homes, compatibility and privacy. He presented the reviewed preliminary plat. He noted the addition of the 6-foot vinyl fencing and reviewed the details of the plat. He stated the future land use designation is Suburban Residential with a Rural Neighborhood design district. He provided an overview of the densities of surrounding developments including when each was approved. He explained the project is at the preliminary subdivision stage, which requires City Commission approval, and reviewed the next steps leading up to issuance of building permits. He stated the project has been found in compliance by the Development Review Committee and indicated staff's recommendation for approval.

Attorney Garcia opened the floor to Commission questions.

Commissioner Hawkins confirmed the proposed density is 2.88 du/a.

Commissioner Cruz asked about the timeline for the roadways with Mr. Richardson responding that would be during the final engineering and construction plans phase.

Commissioner Hawkins asked how many of the concerns expressed at the community meeting were addressed by the applicant with Mr. Richardson responding that they addressed the connection point for the utilities and the privacy issue by installation of a privacy fence.

Mr. Carrino noted there were a lot of questions regarding the due diligence such as questions about the environmental study with the developer providing copies of the studies to the residents.

Commissioner Hawkins expressed concern regarding the environmental study with Mr. Richardson indicating that the study showed there was nothing that required mediation.

Commissioner Hawkins expressed concern regarding chemicals that previously were stored on concrete.

Attorney Garcia opened the public hearing at 6:49 p.m.

Ben Champion, owner of property adjacent to the project, expressed support for the project. He commented on the following issues: 1) Individual property rights; 2) How the newer developments have to meet more regulations than the older developments; 3) Benefits to the City from development; and 4) How the Commission and staff have to make sure the development complies with all the regulations.

Heather Gross expressed concern regarding the amount of growth, impact on schools and the impact on Orange Avenue. She expressed support for a development with fewer homes.

David Morris expressed opposition to the project due to the increase in population, traffic and runoff. He cited the number of homes that are already available for sale.

Kevin Kisner expressed concern regarding the number of homes proposed. He cited the lack of sidewalks in the area. He expressed support for the imposition of a moratorium until the City's regulations are updated.

Patrick Sides expressed concern regarding the increase in traffic, impact on the roads and wildlife, and emergency access.

Chief Capri confirmed that the City of Eustis would still respond to the Three Lakes community.

Marcus Savage thanked the Commission for recommending that the developer hold a community meeting. He expressed concern regarding the amount of noise that will be produced and possible flooding from runoff. He commented that the developers have not made substantive changes from the meeting. He asked if getting a petition signed would help. He also expressed concern regarding the effect on the wildlife.

Jessica Hutt expressed concern regarding water runoff, the dangers from the increase in traffic, the effect on wildlife, and cost to the residents from loss of habitat.

Eden Geisler noted her mother put up additional signage regarding the hearing due to the small signs that were put up on the site. She expressed concern regarding the increase in student population.

Brenda Rogers commented on the previous proposal for the property to be developed as ranchettes and questioned what happened to that.

Mayor Holland explained the history of the property and stated the property has been sold since then and the new owner can develop the property as long as they adhere to the current regulations for the land use and design districts.

Attorney Garcia explained that the prior owner did not lock in that proposed use and did not follow through. The new owner is entitled to develop how they want as long as they conform with the current regulations for the designated districts.

Ms. Rogers asked how many of the area subdivisions were older with the Commission reviewing the subdivisions that were cited.

Ms. Rogers commented on the overpopulation of the middle school and recommended that be looked at.

Attorney Garcia closed public comment at 7:15 p.m.

Attorney Dan Langley asked to let other members of their team speak first.

Christopher Germana, engineer for the project, stated there are two stormwater ponds proposed for the site - one dry and one wet - which will exceed the City's requirements. He added they are doing yard drains at the rear of the lots to drain the water to the ponds. He explained how the stormwater treatment will function. He indicated that, if necessary, the appropriate relocation permits will be applied for. He stated that the applicant has received a concurrency letter from the Lake County School Board stating there is capacity available to service the development. He explained the School Board did not indicate which school the development would be designated for.

Mr. Germana stated that the project is within the code and is under the maximum allowed. They are proposing 2.8 dua and 5 dua is allowed.

The Commission asked about the buffers with Mr. Germana indicating they are providing a landscape buffer, which is required, and adding the privacy fence which is above and beyond what is required by code.

Commissioner Cruz asked about the timing of the fence installation and if they could consider installing the pvc fence sooner with Mr. Germana indicating they could ask the developer to consider that.

Commissioner Hawkins asked about possible environmental contamination and questioned when the environmental study was completed with Mr. Germana responding that the Phase I was submitted and indicated that a Phase II was not required. He explained that a Phase II is required if there is some evidence of contamination.

Commissioner Hawkins asked if they tested around the concrete containers with Mr. Germana stating he had no information on that. Commissioner Hawkins then asked about a landlocked parcel on Myrtle Drive with Mr. Germana responding that there will be an ingress/egress easement to that parcel.

Vice Mayor Lee commented on the resident concerns about the emergency access. She emphasized that there are things that the Commission can and can't do based on the City code. She confirmed they have asked the questions and tried to make it better for the residents.

Commissioner Hawkins echoed that the Commission's hands are tied. He commented on statements made on social media about the Commissioners getting kickbacks. He expressed concern regarding those statements.

Nicholas Bergman, representing the developer, stated that the developer is open to installing the pvc fence prior to construction. He confirmed how they would be addressing the wildlife.

The Commission asked about getting some sidewalks with Mr. Bergman stating that neither Orange Avenue nor Pine Meadows would be torn up by the construction. He explained they will only be working in the right-of-way using directional bores.

Mr. Bergman indicated they will look at what they can do about sidewalks. He commented on the questions regarding the Phase I environmental and explained that, if there had been any evidence of contamination within the past 100 years, it would have triggered a Phase II study.

Commissioner Hawkins asked if Mr. Bergman was present at the community meeting and if he was comfortable with their response to the concerns. Mr. Bergman noted the intent of the fence is to help with sound and indicating there would be 25 feet around the lake without homes. He also noted they are trying to preserve as many of the beautiful oaks on the southern boundary as possible. He added there is a neighbor to the east with five acres that they are working with. He further commented on their response to the community's concerns.

The Commission asked if Mr. Bergman would be willing to live in the neighborhood while it is under construction with Mr. Bergman responding positively.

Commissioner Cruz thanked them for meeting with the residents and for lowering the density from their original proposal.

Vice Mayor Lee asked the developer to look for other ideas they could implement to make it better for residents.

There being no further comments, the hearing was closed at 7:35 p.m.

Mayor Holland commented that he wished the previous owner had locked in a different land use previously so they could have the ranchettes. He explained state statutes require the Commission to approve any development that meets the existing City code or risk facing a lawsuit. He noted that the Commission and staff are working on changing the City's code of ordinances.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to approve Resolution Number 24-105. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

RECESSED: 7:38 p.m. RECONVENED: 7:45 p.m.

7.4 Resolution number 24-106: Preliminary Subdivision Plat for Sager's Cove (2024-S-03), a 5-lot single-family residential subdivision, on approximately 1.88 acres of property located on the south side of East Bates Avenue at 2596 East Bates Avenue (Alternate Key Number 1123461)

Attorney Garcia read Resolution Number 24-106 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving a preliminary subdivision plat for the Sager's Cove Subdivision (2024-S-03), a 5-lot single-family residential subdivision, on approximately 1.88 acres of property located on the south side of East Bates Avenue at 2596 East Bates Avenue (Alternate Key Number 1123461).

Mr. Richardson reviewed the preliminary subdivision plat for Sager's Cove. He stated the proposal is for a five lot single-family subdivision on 1.88 acres. He provided a timeline for the project and stated DRC found the project technically sufficient on October 24, 2024. He reviewed the details of the preliminary plat as follows: 1) House lot typology; 2) 2.66 dwelling units per acre; 3) half acre of open space; 4) .41 acres of park space; and 5) 15 to 20-foot buffer along Bates Avenue with a stormwater pond in front before the lots begin.

Mr. Richardson reviewed the site location and stated the property has a land use designation of Suburban Residential with Suburban Neighborhood design district. He reviewed the compatibility analysis. He explained the stage of the application, stated the project is technically sufficient and indicated staff's recommendation for approval.

Commissioner Cruz noted the development is a Habitat for Humanity project and asked if they are required to have an HOA with Mr. Richardson indicating that any subdivision with common areas has to have an HOA to fund the maintenance of the common areas. Commissioner Cruz asked if there is anything the City could do to help with that.

Attorney Garcia explained that the infrastructure and open space must be dedicated to the HOA with Commissioner Cruz noting that it is a Habitat subdivision so do they have to have an HOA and do they want to be a HOA.

Attorney Garcia opened the public hearing at 7:52 p.m.

Robert Spraker asked if the new fence will be a privacy fence or chain link. He also asked if Lot B is the park on the backside of the property. He was concerned when the fence would be installed.

A representative from Habitat said they would have to go through the environmental study due to gopher tortoises. She indicated the buffers would be according to City code. She cited the timeline for the project and confirmed that the lot at the end would be the open space area. She indicated they would rather not do an HOA due to the burden on the homeowners and said they would agree to dedicate whatever is necessary to the City.



Commissioner Cruz asked if the residents have to be Habitat participants with the representative responding there will be income restrictions. She explained that, if the lots are in a land trust, then there will be income restrictions in perpetuity. If it is fee simple, where they own both the land and the house, then the first generation will be Habitat homeowners. After that, there would be certain restrictions on the sale.

Commissioner Hawkins expressed concern that handling the subdivision differently could set a precedent.

Discussion was held regarding the creation of a HOA and how Habitat educates their participants on home ownership and the benefits of the owners retaining their home rather than selling it. The representative indicated they no longer hold the mortgages but work with outside lenders. She indicated they are prepared to do the HOA but would rather not.

Mr. Carrino asked if the open space will just be grass or something like a tot lot. He noted that if there were a playground or other active space, the City would have to dedicate it as a public park and do maintenance.

The representative asked what is the likelihood the City could assume maintenance of the road but not the green space with Mr. Carrino indicating that staff would have to make sure it was built to the City's road specifications. He confirmed that a developer would not normally build a development and then hand it over to the City.

Mayor Holland asked if there is sufficient information to make a decision and expressed concern regarding the proposal failing and then they couldn't bring it back for nine months.

The representative stated she could make it a land trust if that's what the City wants.

Attorney Garcia indicated they could postpone consideration if they don't feel they have sufficient information.

The Commission questioned if they could approve the project and then work on the HOA versus land trust issues with Mr. Richardson indicating this is a preliminary plat and those are issues to be determined at final plat. He suggested that Habitat could bring back a plan prior to final plat.

Mr. Carrino indicated that he discussed the project with Rick Gierok and stated that the City does not want to assume responsibility for maintenance of the road, stormwater and tract B. He added that it is up to the Commission if there is a bigger benefit to assuming that responsibility.

Discussion was held regarding what the City would have to maintain with Attorney Garcia confirming that the intent would be for there to be a meeting before final plat regarding the HOA.

There being no further comment, the public hearing was closed at 8:08 p.m.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cruz, to approve Resolution Number 24-106. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

7.5 Explanation of Ordinances for Annexation of Parcel with Alternate Key Number 1443270:

Ordinance Number 24-35 – Voluntary Annexation

Ordinance Number 24-36 – Comprehensive Plan Amendment

Ordinance Number 24-37 – Design District Assignment

## **SECOND READING**

### **Ordinance Number 24-35: Voluntary Annexation of Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270**

Attorney Garcia read Ordinance Number 24-35 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida, voluntarily annexing approximately 0.34 acres of real property at 2505 E. Orange Avenue, Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north side of E. Orange Avenue.

Attorney Garcia confirmed there was no additional presentation regarding the ordinance. She opened the public hearing at 8:09 p.m. There being no public comment, the hearing was closed at 8:10 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to adopt Ordinance Number 24-35 on final reading. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

## **7.6 SECOND READING**

### **Ordinance Number 24-36: Comprehensive Plan Amendment Assignment of Future Land Use for Annexed Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270**

Attorney Garcia read Ordinance Number 24-36 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida, amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 0.34 acres of real property at 2505 E. Orange Avenue, Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north side of E. Orange Avenue from Urban Medium in Lake County to Residential/Office Transitional in the City of Eustis.

Attorney Garcia confirmed there was no additional presentation or Commission questions. She opened the public hearing at 8:11 p.m. There being no public comment, the hearing was closed at 8:11 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to adopt Ordinance Number 24-36 on final reading. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

## **7.7 SECOND READING**

### **Ordinance Number 24-37: Assignment of Suburban Corridor Design District for Parcel located at 2505 E. Orange Avenue with Alternate Key Number 1443270**

Attorney Garcia read Ordinance Number 24-37 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Corridor design district designation to approximately 0.34 acres of real property at 2505 E. Orange Avenue, Alternate Key Number 1443270, on E. Orange Avenue and Cricket Hollow Lane, north of E. Orange Avenue.

Attorney Garcia confirmed there was no additional presentation or Commission questions. She opened the public hearing at 8:12 p.m. There being no public comment, the hearing was closed at 8:12 p.m.

Motion made by Commissioner Hawkins, Seconded by Vice Mayor Lee, to adopt Ordinance Number 24-37 on final reading. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

## **7.8 FIRST READING**

### **Ordinance Number 24-39: Amending Chapter 2, Article VI – Procurement Procedures**

Attorney Garcia read Ordinance Number 24-39 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; deleting and replacing in its entirety Chapter 2, Article VI, Division 2 Procurement Procedures of the Code of Ordinances for the City of Eustis; repealing any and all conflicting ordinances; providing for severability; codification; an effective date; and publication according to law.

Mr. Carrino explained, based on direction from the Commission, staff has amended the purchasing thresholds as follows: 1) Increased small purchases threshold from \$2,000 to \$5,000 and 2) Increased the larger Commission approved purchases from \$50,000 to \$100,000. He indicated they have also added some language that allows the City Manager to authorize an emergency purchase and bring it to the Commission after-the-fact. He noted that a request was made to begin putting City purchases on the website for transparency purposes. He stated that can be done administratively and does not need to be in the ordinance; therefore, staff is working on that. He added that staff has researched local preference. He indicated that a staff report will be sent to the Commission and noted that there are some issues.

Discussion was held regarding local preference issues with Mr. Carrino explaining that Orange County has reciprocity penalties against businesses located in municipalities that have local preference.

Attorney Garcia opened the public hearing at 8:17 p.m. There being no public comment, the hearing was closed at 8:17 p.m.

Motion made by Vice Mayor Lee, Seconded by Commissioner Hawkins, to approve Ordinance Number 24-39 on first reading. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

## **8. OTHER BUSINESS**

### **8.1 Acceptance of 2024 City Commission Election Results**

Mayor Holland cited the results of the 2024 election as certified by the Lake County Canvassing Board.

Motion made by Commissioner Hawkins, Seconded by Commissioner Cruz, to accept the election results as certified by the Canvassing Board. Motion passed on the following vote:

Voting Yea: Vice Mayor Lee, Commissioner Cruz, Commissioner Hawkins, Mayor Holland

### **8.2 E-Billing and AutoPay Incentives**

Lori Carr, Finance Director, noted the Commission asked for information regarding the possibility of offering incentives to encourage e-billing and autopay. She indicated there was a memo in the packet prepared by Nichole Jenkins, Customer Service Manager, who did extensive research on the issue.

Mr. Carrino indicated that staff needs direction on the amount of the incentive and asked Attorney Garcia if it needs to be formalized.

Attorney Garcia indicated that it should be formalized via resolution.

Discussion was held regarding staff's recommendation with Ms. Carr explaining that it would be a one time credit per address per person if they sign up for both e-billing and autopay. She added that they recommend providing the \$25 credit to existing customers that are already signed up for e-billing and autopay. It was noted that if someone changed their mind and went back to either paper billing or not doing autopay, then the credit would be taken back.

Mr. Carrino recommended that, if approved by resolution, then in ten years, if they feel the \$25 is too little, then they could reconsider it and change it by resolution.

Discussion was held regarding setting the incentive at \$25.

Commissioner Cruz asked about whether or not the City charges people for paying by credit card with Ms. Jenkins explaining that for the water bill they are not charged additionally for paying by credit card; however, for payment of any other fees they are charged the 3%.

Discussion was held regarding the credit card fees already being covered by the annual water rate increases. It was noted that the autopay is set up only by check or bank draft with Ms. Jenkins indicating that the City pays approximately \$10,000 per month on credit card fees.

Ms. Jenkins Nichole noted that the autopay should also reduce the number of cutoffs.

CONSENSUS: It was a consensus of the Commission for staff to bring back the program in a resolution with the \$25 incentive and removing the credit card fee from the annual water increase.

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

### **9.1 City Commission**

Commissioner Cruz complimented Parks and Recreation on their father-child activities. She noted that on November 30th W.I.N. 1 Ministries will be hosting a turkey giveaway sponsored by Florida Medical Orthopedic and Spine Institute. She announced the next lakefront clean up would be December 7th in Ferran Park. She commented on the need for blood donors and encouraged everyone to donate.

Commissioner Hawkins announced on December 25th there would be a "bring your bike" event in Ferran Park from 12 p.m. to 2 p.m. He also announced that on December 7th and 8th there would be a remote control boat competition with participants coming from all over the world. On December 13th, would be the special needs Christmas party from 6 p.m. to 8 p.m. at the Woman's Club. On December 28th, there would be the next comedy show. He announced that the Advent Waterman CEO is raising money to benefit the hospital and asked people to consider donating. He commented on the number of Parks and Recreation events that don't show up on the City's website and asked for more to get posted.

Mayor Holland noted that both the Library and Parks & Recreation have their own web sites.

Mr. Carrino explained the Library does have its own website but that has to do with the Lake County library system. He indicated that Parks & Recreation is part of the City's website.

Commissioner Cruz suggested that all of the events be placed on the City's Facebook page so people can add it to their calendars.

Vice Mayor Lee wished everyone a happy Thanksgiving. She commented on the Christmas trees at the Clifford House and announced the Commission was going to have a "Grinch" tree.

## **9.2 City Manager**

Mr. Carrino reported the master plan community meeting was held and it will be brought back to the Commission on December 12th after which they will need to hold a CRA meeting to incorporate it into the CRA plan as well. He indicated they also met with G3C2 and will be moving forward with them. The workshop was held regarding the land development regulations and they are targeting January 16th to bring that back to the Commission. He noted he would be out of town the next week. He reported that Public Works has picked up 4500 storm debris piles, 1300 truckloads, and 6400 tons of storm debris. He noted they are burning most of that. He confirmed that the Commission will be meeting on January 2nd although staff will try to keep the agenda light due to swearing in the new Commissioners, election of mayor and vice mayor and appointment to boards and committees. He noted a letter on the dais regarding the City's relationship with Tryon Clearview.

## **9.3 City Attorney**

Attorney Garcia wished everyone a happy and safe Thanksgiving.

## **9.4 Mayor**

Mayor Holland thanked everyone for everything they do. On behalf of the Commission, he wished everyone a happy Thanksgiving. He announced that the next meeting would be December 12th and noted that the next weekend would be the annual Light Up event.

## **10. ADJOURNMENT: 8:44 P.M.**

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

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Mayor/Commissioner