



MINUTES

City Commission Meeting

6:00 PM – Tuesday, December 09, 2025 – City Hall

Invocation: Reverend Kristina Spaude, Unitarian Universalist Congregation of Lake County

Pledge of Allegiance: Commissioner Emily Lee

Call to Order: 6:18 p.m.

Acknowledge of Quorum and Proper Notice

PRESENT: Commissioner Emily Lee, Commissioner George Asbate, Vice Mayor Gary Ashcraft, Mayor Willie L. Hawkins

ABSENT: Commissioner Michael Holland

1. Agenda Update

Tom Carrino, City Manager, announced that Ordinance Number 25-38 (Item 7.8) needed to be considered before the other ordinances so it was being moved to 7.2.

2. Approval of Minutes

October 23, 2025 City Commission Meeting

November 6, 2025 City Commission Meeting

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

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

3. Presentations

3.1 Update from Mike Goman

Mike Goman provided an update noting that the notices have been sent. He indicated they previously have made contact with approximately 30 firms and that has been increased to approximately 40 firms. He explained their methods for making those contacts. He stated they have completed one physical tour of the site including the Waterman lots as well as the rest of the downtown. He noted that the individual requested additional information about Sharp's Mobile Home Park and the Grove Square shopping center. They thought the area along Eustis Street up to Pendleton was ripe for development. They also liked the traffic counts in the area. They indicated a willingness to do a second tour early in the next year and requested some additional information and a copy of the master plan.

Mr. Goman commented that nationwide there is a lot of market uncertainty. He indicated that many of the contacts were asking about areas closer to the 429. He added that there has been a slowdown in general in the Florida market as well as other areas of the country. He concluded that going forward they will continue to reach out to potential development candidate companies. He stated they will probably be doing more onsite tours in January.

Commissioner Lee asked how many information packets have been sent out with Mr. Goman responding they have mailed out over 30. He explained they typically reach out to organizations first and then mail out the market information. They should be over 40 within the next ten days.

Commissioner Asbate asked what is their response if someone asks what the City is looking for with Mr. Goman responding that has not been asked of them. He explained they are asked what are the opportunities and their response is for multi-family, highly amenitized apartments, retail, food and beverage and a hotel/convention center.

Commissioner Asbate asked how much time he is spending on the City's project with Mr. Goman responding he is personally spending about eight hours per week with other staff also spending that amount for a total of about 24 hours per week.

Commissioner Lee asked what his vision is for multi-family with Mr. Goman responding better quality, highly amenitized apartments. He commented on the types of amenities people look for. He stated there is a lot of developer interest in that type of development. He noted they are looking for an area with residents that have a lot of disposable income. He commented on affordable housing development. He indicated that affordable housing is pretty much fulfilled in the area with the market gap being in the upscale apartments. He indicated that residents of interest to the amenitized housing are empty nesters and professional couples with no children.

Mayor Hawkins asked about the possibility of the City pulling from the Orlando and Villages areas with Mr. Goman responding that Eustis is marketed as a bedroom type of community for professionals working in the outer areas of Orlando.

4. Appointments

4.1 Appointment to the City of Eustis Firefighter's Pension and Retirement System Board of Trustees – Seat #1

Mr. Carrino indicated Rachel Holtzclaw is currently a member of the Eustis Firefighters' Retirement Board of Trustees whose term expired November 30, 2025. No other applications were received for this position; therefore, staff recommends reappointment for a two-year term to expire November 2027.

Motion made by Commissioner Asbate, Seconded by Commissioner Lee, to approve the reappointment of Rachel Holtzclaw to the Firefighters' Pension Board. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

4.2 Appointment to the Historic Preservation Board (HPB) - Member

Mr. Carrino stated that Monte Stamper has applied for reappointment to the Historic Preservation Board whose current term on the board will expire December 31, 2025. After posting of the position on the board per City protocol, Mr. Stamper was the only applicant. Staff recommends the reappointment of Mr. Stamper to a three-year term to expire December 31, 2028.

Motion made by Commissioner Lee, Seconded by Commissioner Asbate, to reappoint Monte Stamper to the Historic Preservation Board. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

4.3 Appointment to the Eustis Library Board of Trustees – Member

Mr. Carrino announced that Gwendolyn Manning has applied for reappointment to the Eustis Memorial Library Board of Trustees. Ms. Manning's current term on the board will expire December 31, 2025. After posting of the position pursuant to City protocol, no other applications were received. Staff recommends approval of the reappointment for a five-year term to expire December 31, 2030.

Motion made by Commissioner Lee, Seconded by Commissioner Asbate, to reappoint Gwen Manning to the Library Board of Trustees. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

5. Audience to be Heard

Daniel DiVenanzo, Eustis business owner, commented on the upcoming election of Mayor in 2026. He expressed concern regarding the downtown redevelopment closing out local builders/developers and emphasized the need to not look for one large developer but utilize multiple smaller developers/builders. He commented on previous developer presentations provided to the City that were not well thought out.

6. Consent Agenda

Commissioner Asbate asked to pull Resolution 25-106 regarding the utility easement to Duke Energy Florida for the Greenwood Cemetery.

6.1 Resolution Number 25-99: Approval Amending the FY 2025/26 adopted budget for the General Fund (001) and Governmental Grants Fund (018) to recognize award/receipt of FY 2025/26 Grants/Donations

6.2 Resolution Number 25-101: Adoption of Public Records Exemption Request Form and Administrative Procedures

6.3 Resolution Number 25-102: Adoption of a Public Records Search Certification Form (Personal Devices/Accounts)

6.4 Resolution Number 25-103: Approving a Purchase in Excess of \$100,000 for a Public Utilities Replacement Forklift

6.5 Resolution Number 25-104: Amending the FY2025/26 adopted Budget for the General Fund to including funding for the emergency rental of four (4) portable air conditioning units at the Eustis Memorial Library

6.6 Resolution Number 25-105: Amendment to Commission Rules of Order Regarding Adoption of Annual Meeting Schedule in December for the Upcoming Calendar Year and Adoption of Proposed City Commission Meetings for 2026 through January 2027

6.7 Resolution Number 25-107: Authorizing Award of Bid Number 007-25 to GPS Civil Construction Group for Coolidge Street Improvements and Approving an Expenditure in Excess of \$100,000

6.8 Resolution Number 25-108: Authorizing Acceptance of Fiscal Year 2025-2026 FDOT Legislative Appropriation for the Coolidge Street Improvements Project

Motion made by Commissioner Asbate, Seconded by Commissioner Lee, to approve the Consent Agenda, less Resolution 25-106. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7. Ordinances, Public Hearings, & Quasi Judicial Hearings

7.1 Resolution Number 25-106: Approval of Perpetual Electric Utility Easement to Duke Energy Florida, LLC – Greenwood Cemetery Addition F

Attorney Garcia read Resolution Number 25-106 by title: A Resolution of the City Commission of the City of Eustis, Florida, approving and authorizing the execution of a perpetual utility easement in favor of Duke Energy Florida, LLC, over a portion of City-owned property identified as Greenwood Cemetery Addition F; providing for conflicts, severability and an effective date.

Rick Gierok, Engineering and Capital Projects Director, explained the need for the easement for the control panel for the fountain in the memorial gardens. He indicated it would be for a 10-foot strip for an overhead tower.

Vice Mayor Ashcraft expressed concern regarding what type of pole they may install with Mr. Gierok responding it would not be like the other poles as those are transmission poles.

Vice Mayor Ashcraft asked about the possibility of going underground with Mr. Gierok stating it might be possible but would be more expensive. He indicated the pole would be near the houses so it would not be as visible.

Mr. Gierok reviewed some of the planned improvements and indicated he could price out going underground but noted that it would be substantially more. He confirmed that the easement is for the City, not for Duke, and would be for the cemetery improvements.

Mr. Carrino indicated that he spoke with Duke Energy about whether or not they would be serving other customers through the easement and they responded that it was strictly for the City's use.

Attorney Garcia stated she had reviewed the documents and they had made changes she requested.

The Commission expressed concern about the possibility of Duke using the easement to serve other people and the City allowing it to be used in perpetuity. They questioned if the use of the easement could be restricted.

Mr. Gierok indicated he did not see how they could serve anyone else from that location. He explained that the five adjoining residences are already served through the front. Regarding the proposal to place it underground, he explained if they were going to serve other customers the placement wouldn't matter. He confirmed that the City would be maintaining the easement. He emphasized that the only reason the easement is being done is for the cemetery improvements. He explained that Duke cannot install the power for the fountain without the easement.

Discussion was held regarding the restrictions with Mr. Gierok confirming there are no burials where the construction is being done.

Commissioner Asbate provided to the rest of the Commission, the City Manager, City Attorney and City Clerk copies of his written concerns regarding the easement. He then reviewed those concerns (see agenda attachment) including the possibility of Duke installing transmission lines through the easement in the future. He suggested utilizing a temporary access easement instead of a perpetual easement.

City Clerk computer auto-updated at 6:52 p.m. Restarted at 7:01 p.m.

Attorney Garcia opened the public hearing at 7:03 p.m.

Daniel DiVenanzo suggested they consider the City taking ownership from the point of origin, then they don't need an easement.

There being no further public comment, the hearing was closed at 7:05 p.m.

Commissioner Asbate offered to meet with Mr. Gierok and then it could be brought back to the Commission.

Mr. Gierok asked them to allow him time to review Commissioner Asbate's concerns and consider other options and then he would contact Commissioner Asbate to discuss.

Motion made by Commissioner Asbate, Seconded by Vice Mayor Ashcraft, to table consideration of Resolution Number 25-106. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7.2 Resolution Number 25-109: Approval of Addendum Number 1 to the Commercial Lease Agreement with W.I.N. 1 Ministries, Inc. for 301 West Ward Avenue

Sasha Garcia, City Attorney, read Resolution Number 25-109 by title: A Resolution of the City Commission of the City of Eustis, Florida; approving and authorizing the City Manager to execute Addendum Number 1 to the commercial lease agreement with W.I.N. 1 Ministries, Inc., extending the lease term for City-owned property located at 301 West Ward Avenue; providing for conflicts; providing for severability; and providing for an effective date.

Mr. Carrino explained the proposed addendum extends the term of the current lease by two years to expire December 31, 2027. He indicated there were no other changes to the lease. He noted that there has been discussion about the need for space for additional recreation programming but they will be looking for other options for that.

The Commission asked what other space is available for programming with Mr. Carrino indicating that they could expand an existing facility. He noted there are funds budgeted in the CRA for a basketball shade structure that could be re-allocated for expansion of the Carver Park indoor space. He stated that would keep programming together rather than in different locations. He explained various complications to other possibilities including use of the Curtright Center which could not occur for several years.

Discussion was held regarding the Carver Park Master Plan and what that includes.

The Commission asked if the rent from W.I.N. 1 is going to Parks and Recreation with Mr. Carrino indicating it was originally going to the Corey Rolle Memorial Field Fund. He added that if Commission would like to have that go towards additional facilities at Carver Park that could be done.

Discussion was held regarding the need for additional programming space as well as storage space.

Commissioner Lee asked if an item already approved on the Consent Agenda could be reconsidered with Attorney Garcia responding negatively.

Attorney Garcia opened the public hearing at 7:12 p.m.

Gail Isaac-Thomas expressed concern as to whether or not the rental money was going to Parks and Recreation and commented on how much the funds are needed. She asked if she could get a report on how the rental funds have been spent.

Commissioner Asbate asked about something in the Rules of Order or in the Charter that would allow them to reconsider an agenda item during the same meeting with Attorney Garcia indicating she would look at those once the current item was completed.

Pastor Rene Hill, W.I.N. 1 Ministries, commented on them being good tenants for the City and expressed support for extension of the lease.

Pastor Benny Hill, W.I.N. 1 Ministries, noted that it costs them approximately \$6,000 to \$7,000 per month to be in the building, not just the \$4,000 rent. He commented on their improvements to the facility and the amount of food they have distributed to the community.

Mr. Carrino noted that they also have been a good partner with the Supervisor of Elections who still uses the facility for elections.

There being no further public comment, the hearing was closed at 7:21 p.m.

Motion made by Commissioner Lee, Seconded by Vice Mayor Ashcraft, to approve Resolution Number 25-109. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7.3 FIRST READING

Ordinance Number 25-38: 2025-CPT-01: Evaluation and Appraisal Report Amendment for the City's Comprehensive Plan

Attorney Garcia read Ordinance Number 25-38 by title on first reading: An Ordinance amending the Comprehensive Plan of the City of Eustis, specifically to adopt City-initiated Evaluation and Appraisal Review (EAR) based amendments pursuant to Section 163.3191, Florida Statutes; (1) Update the Goals, Objectives and Policies of the Future Land Use, Transportation, Housing, Infrastructure, Conservation, Recreation and Open Space, Intergovernmental Coordination, Capital Improvements, Economic Development, and Property Rights elements of the Comprehensive Plan; (2) To update the Future Land Use Map series; providing for severability; repealing all ordinances in conflict herewith and providing for an effective date.

Mike Lane, Development Services Director, asked the Commission if they wanted another presentation regarding the EAR. He confirmed that once transmitted, they can still make some additional amendments to the EAR.

Ray Greer explained that they are not approving the EAR, they are only approving the transmittal to the State for review. He noted the State has to return their comments within 90 days and the City will have to adopt within 180 days of transmittal.

Attorney Garcia opened the public hearing at 7:25 p.m. There being no public comment, the hearing was closed at 7:25 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to approve Ordinance Number 25-38 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7.4 Explanation of Ordinances 25-03, 25-04 and 24-05 for Annexation, Future Land Use Designation and Design District Designation of Parcels with Alternate Key Numbers 1097070 and 1094712

SECOND READING

Ordinance Number 25-03: Voluntary Annexation of Parcels with Alternate Key Numbers 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-03 by title on second and final reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 48.1 acres of real property at Alternate Key Numbers 1097070 and 1094712, generally located north of County Road 44 and east of State Road 19.

Kyle Wilkes, Senior Planner, reviewed the proposed annexation, future land use designation and design district designation. He stated it was transmitted to the state in September as a large-scale comprehensive plan amendment but it was later determined to be a small scale due to a new survey. The state did approve the comprehensive plan amendment with no comments.

Mr. Wilkes further reviewed the requested FLU and design district designations and stated staff's recommendation for approval.

The Commission asked if the land behind the property is a wetland with Mr. Carrino indicating it is a wooded wetland but not a body of water. They asked if it could be built on with Mr. Carrino indicating they would have to jump through a lot of hoops in order to develop on a wetland.

Attorney Garcia opened the public hearing at 7:32 p.m.

Cindy Newton stated her belief that the rear property is wetland and the two ponds in front would be considered bodies of water. She commented that it does not appear to be suitable for much and would be difficult to develop and the possible effect on Trout Lake.

The Commission asked why the design district is Rural Residential with Mr. Wilkes responding that Rural Residential is to the north and it is the least intense design district that the City has.

Mr. Carrino explained that the design district does not designate allowed uses, that would be designated under the land use district of MCI.

The Commission asked about a light industrial designation with Mr. Carrino responding that MCI is essentially the City's light industrial. He noted that General Industrial would be the City's heavy industrial.

The Commission asked if the developer could build up the land with Mr. Carrino indicating they would have to have approvals from a number of other agencies in order to do so.

There being no further public comment, the hearing was closed at 7:36 p.m.

Commissioner Asbate expressed concern regarding the development; however, he would prefer that the City control the use of the property rather than the County.

Motion made by Commissioner Asbate, Seconded by Vice Mayor Ashcraft, to adopt Ordinance Number 25-03 on second and final reading. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7.5 SECOND READING

Ordinance Number 25-04: Comprehensive Plan Amendment for Parcels with Alternate Key Numbers 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-04 by title on 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 48.1 acres of recently annexed real property at Alternate Key Numbers 1097070 and 1094712, generally located north of County Road 44 and east of State Road 19, from Urban Low in Lake County to Mixed Commercial Industrial in the City of Eustis.

Attorney Garcia opened the public hearing at 7:38 p.m. There being no public comment, the hearing was closed at 7:38 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to adopt Ordinance Number 25-04 on final reading. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

7.6 SECOND READING

Ordinance Number 25-05: Design District Assignment for Parcels with Alternate Key Numbers 1097070 and 1094712

Attorney Garcia read Ordinance Number 25-05 by title on final reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Rural Neighborhood design district designation to approximately 48.1 acres of recently annexed real property at Alternate Key Number 1097070 and assigning the Suburban Corridor design district designation to approximately 9.4 acres of recently annexed real property at Alternate Key 1094712, north of County Road 44 and east of State Road 19.

Attorney Garcia opened the public hearing at 7:39 p.m. There being no public comment, the hearing was closed at 7:39 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to adopt Ordinance Number 25-05 on final reading. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

7.7 Explanation of Ordinances for Annexation, Future Land Use Designation and Design District Designation of Parcel with Alternate Key Number 1213835

FIRST READING

Ordinance Number 25-34: for Annexation of Parcel with Alternate Key Number 1213835

Attorney Garcia read Ordinance Number 25-34 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Florida; voluntarily annexing approximately 5.6 acres of real property at Alternate Key Number 1213835, generally located north of County Road 44 and east of State Road 19.

Kyle Wilkes, Senior Planner, reviewed the requested annexation and proposed future land use and design district designations. He noted the property is in a flood zone and confirmed notices were completed. He stated staff's recommendation for approval.

Attorney Garcia opened the public hearing at 7:43 p.m. There being no public comment, the hearing was closed at 7:43 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to approve Ordinance Number 25-34 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Asbate, Vice Mayor Ashcraft, Commissioner Lee, Mayor Hawkins

7.8 FIRST READING

Ordinance Number 25-35: Comprehensive Plan Amendment for Parcel with Alternate Key Number 1213835

Attorney Garcia read Ordinance Number 25-35 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; amending the City of Eustis Comprehensive Plan pursuant to 163.3187 F.S.; changing the future land use designation of approximately 5.6 acres of recently annexed real property at Alternate Key Number 1213835, generally located north of County Road 44 and east of State Road 19, from Urban Low in Lake County to Mixed Commercial Industrial in the City of Eustis.

Attorney Garcia opened the public hearing at 7:44 p.m. There being no public comment, the hearing was closed at 7:44 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to approve Ordinance Number 25-35 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

7.9 FIRST READING

Ordinance Number 25-36: Design District Assignment for Parcel with Alternate Key Number 1213835

Attorney Garcia read Ordinance Number 25-36 by title on first reading: An Ordinance of the City Commission of the City of Eustis, Lake County, Florida; assigning the Suburban Corridor design district designation to approximately 5.6 acres of recently annexed real property at Alternate Key Number 1213835, north of County Road 44 and east of State Road 19.

Attorney Garcia opened the public hearing at 7:45 p.m. There being no public comment, the hearing was closed at 7:45 p.m.

Motion made by Vice Mayor Ashcraft, Seconded by Commissioner Lee, to approve Ordinance Number 25-36 on first reading. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

Consent Agenda Item - Resolution Number 25-101

Attorney Garcia explained the process that would be required to reconsider a Consent Agenda Item. She explained that they would need to have a motion to correct the Consent Agenda and remove the item, which would require a motion and second. They would then discuss and vote on the item removed.

Commissioner Lee indicated the item she would like removed and discussed was Resolution Number 25-101.

Motion by Commissioner Lee to amend the Consent Agenda that was previously approved to also exclude Resolution Number 25-101 with all other votes remaining as stated. Commissioner Asbate seconded the motion. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

Resolution Number 25-101: Adoption of Public Records Exemption Request

Attorney Garcia read Resolution Number 25-101 by title: A Resolution of the City Commission of the City of Eustis, Florida, approving and adopting a public records exemption request form

and administrative procedures pursuant to Section 119.071(4)(d), Florida Statutes, and Senate Bill 268 (2025), to protect certain personal information of elected officials, employees, and their family members; providing for implementation; providing for conflicts; providing for severability; and providing for an effective date.

Commissioner Lee indicated that was the wrong resolution. She indicated the resolution she had intended to pull was Resolution Number 25-102.

Attorney Garcia indicated they would need to make a motion to amend the previous motion.

Commissioner Lee moved to amend the previous motion and replace the resolution cited with Resolution Number 25-102 with Vice Mayor Ashcraft seconding. The motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft, Mayor Hawkins

Resolution Number 25-102: Public Records Search Certification Form

Attorney Garcia read Resolution Number 25-102 by title: A Resolution of the City Commission of the City of Eustis, Florida; adopting a standardized public records search certification form for use in responding to public records requests that may involve personal devices or personal accounts; providing for implementation; and providing for an effective date.

Attorney Garcia noted that a presentation on the resolution was provided previously as a discussion item.

Commissioner Lee stated that the State of Florida already has instructions on handling these requests and indicated that this is not necessary.

Attorney Garcia explained that the intent of the form is to protect the City to provide documentation that a request was made and that the search was completed based on the "good faith" efforts required under state statute.

The Commission discussed whether or not the form was necessary based under state law with Attorney Garcia stating that it is based on case law pertaining to the public records requests.

Discussion was held regarding the public needing to pay for records requests with Deputy Clerk Mary Montez explaining the public pays for staff time exceeding 15 minutes except for herself and the City Clerk which is a longer period of time.

Attorney Garcia opened the public hearing at 8:01 p.m. There being no public comment, the hearing was closed at 8:01 p.m.

Mr. Carrino noted the absence of one Commissioner and the Commission's straw poll process.

Attorney Garcia took the straw poll with three Commissioners expressing support for denial and Mayor Hawkins supporting approval.

Commissioner Lee moved to deny Resolution Number 25-102 with Commissioner Asbate seconding. Motion passed on the following vote:

Voting Yea: Commissioner Lee, Commissioner Asbate, Vice Mayor Ashcraft

Voting Nay: Mayor Hawkins

8. Future Agenda Items and Comments

8.1 City Commission

Commissioner Lee asked for an update on the cemetery project. She also asked for a presentation on the Carver Park master plan. She thanked Elis Forman and the Eustis in Bloom team for the reception. She reported on the possibility of working with the Eustis-Mount Dora Garden Club.

Commissioner Asbate commented on the Light Up event and the large crowd that attended. He also thanked Mayor Hawkins for allowing the rest of the Commission to participate in the lighting. He wished everyone a Merry Christmas.

Cheri Moan, Events and Communications Director, thanked the Commission for their comments. She reported on the attendance at the Light Up event and indicated that Placer showed 8600 cell phone pings which does not include the children present. The previous year only had 6300 pings.

Mayor Hawkins complimented Ms. Moan for getting Leslie Gayle to attend the event with Ms. Moan also commenting on coverage by Magic 107.

Vice Mayor Ashcraft asked to have an update on the CRA lots at the next meeting. He asked to have a discussion about Commissioners using the City letterhead to invite people to the City. He explained he would like to issue a formal invitation to other elected officials using City letterhead.

Mr. Carrino explained there would be a Japanese festival in March and the request was for the City to invite people to the festival. He explained that the concern was regarding the City inviting people to a non-City event. Staff felt that the event organizers should do the invitations, not the City.

Discussion was held regarding what would be appropriate and what would not be.

Mr. Carrino indicated he is less concerned about the use of City letterhead and more about whether the City should be inviting people to a non-City sponsored event.

Ms. Moan cautioned that personally endorsing another organization's event might set a precedent which means you need to endorse all the other events as well.

Discussion was further held regarding what would be appropriate.

Attorney Garcia suggested the City develop a policy that would provide for review of a letter to make sure it is appropriate. She suggested they could develop a policy so that each request did not need to be considered by the Commission.

Vice Mayor Ashcraft indicated he was only intending to send the letters to other elected officials. It was confirmed that the other Commissioners had not used City letterhead to invite anyone to the City.

8.2 City Manager

Mr. Carrino reminded the Commission of the workshop on Friday with Dr. Levey. He noted that there would also be a discussion on the roll-over items after the workshop. He indicated that staff was preparing additional information and asked the Commissioners to let him know if there were questions on specific projects.

Mr. Carrino reminded them that the first meeting in January would be on January 8th and the second meeting would be on January 22nd. He thanked City staff for their work on the unfortunate incident the previous week. He wished everyone a happy and safe holiday.

Commissioner Lee expressed support for developing a policy or procedure for Commissioner use of City letterhead.

Mayor Hawkins suggested having a letter go from the "desk of ...".

Commissioner Asbate noted he was the one who sent a list of projects with questions to the City Manager and expressed concern regarding how long it is taking for him to get the information he requested. He further expressed concern regarding the Commission receiving a 484-page document to review before the meeting.

Discussion was held regarding setting the cut-off date for agenda packets with Mr. Carrino responding that staff is looking at trying to move up the deadline. He noted that there are other issues due to advertising requirements.

The Commission expressed support for getting the agenda a full week in advance.

Mr. Carrino asked the Commission if they want more time to review and get information regarding the roll-over items. He stated that the spreadsheets will go to the Commissioners the next day. He said if that is not sufficient time to discuss on Friday, then they will need to postpone until January 22nd.

Discussion was held regarding other monies that may be able to be re-allocated and whether to postpone the discussion to January 22nd.

Mr. Carrino indicated they would not be able to take any final action at the workshop but they can discuss and then have final action in January.

It was agreed to leave the discussion on the workshop agenda.

Commissioner Asbate commented there are only two municipalities that do not have a trail and those are Eustis and Pine Hills. He expressed concern about that.

Mr. Carrino stated that Dr. Levey will be discussing priorities and that could include trails.

Commissioner Asbate indicated that the City needs approximately \$2 million allocated for trails.

8.3 City Attorney: None

8.4 Mayor

Mayor Hawkins concurred with Mr. Carrino that the City team did a great job during the tragedy the previous week. He commented on the Special Needs Dance at the Community Building and announced that the Special Needs Prom will be on April 11th and invited the rest of the Commission to attend.

Mayor Hawkins commented on the new high school football coach coming to the City and thanked those who assisted. He noted he saw Bryce Hale out picking up trash around the parking garage. He wished blessings and safe travels to everyone.

Mr. Carrino asked Chief Swanson to report on an upcoming event. Chief Swanson reported that Hearts of Heroes will be shooting at Fire Station 22 and doing an episode about holiday safety. He noted that the program is aimed at 9 to 15 year olds.

Chief Swanson noted the Fire Department would also be at Eustis Elementary on Friday morning.

Commissioner Lee asked everyone to come to the Friday workshop with open minds to new things and working together.

Ms. Isaac Thomas announced the Golden Seniors would be having their holiday gathering on the 16th and they would be honoring Ms. Barbara for her 20 years of service. She noted the parade on the 20th.

9. Adjournment: 8:50 p.m.

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

CHRISTINE HALLORAN
City Clerk

WILLIE L. HAWKINS
Mayor/Commissioner