

**AGENDA MINUTES
CITY COUNCIL
CITY OF ARCADIA
TUESDAY, AUGUST 18, 2015
6:00 P.M.**

The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.

INVOCATION, PLEDGE, CALL TO ORDER AND ROLL CALL

Finance Director Beth Carsten gave the invocation which was followed by the pledge of allegiance. The Mayor called the meeting to order at approximately 6:00 p.m. and the following members and staff were present:

Arcadia City Council

Mayor Judy Wertz-Strickland
Deputy Mayor Alice Frierson
Councilmember Joseph E. Fink

Councilmember Susan Coker
Councilmember S. Delshay Turner

Arcadia City Staff

City Administrator Terry Stewart
Finance Director Beth Carsten

City Clerk Penny Delaney
Marshal Matthew Anderson

CONSENT AGENDA

Agenda Item 1 – City Council Minutes for August 4, 2015

Agenda Item 2 - City of Arcadia Municipal Airport July Report

Councilmember Coker made a motion to accept the consent agenda and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

ACTION ITEMS

Agenda Item 3 – Hazen and Sawyer Contract Extension

City Administrator Terry Stewart explained that the original five (5) year agreement for engineering services from the firm of Hazen and Sawyer was dated September 7, 2010 and had a two (2) year extension as to both parties. Mr. Stewart explained that he had spoken with staff and Hazen and Sawyer had done a good job for the City and staff was comfortable that they would be able to continue to do so. City Administrator Stewart stated that they were recommending that Council approve the extension of two (2) years. Councilmember Fink made a motion to approve the extension contract and Councilmember Turner seconded the motion.

Councilmember Coker pointed out that on page sixteen (16), previous City Administrator Lawrence Miller was listed as City Administrator. City Attorney Wohl advised that was in the original contract and it reflected Mr. Miller as the contact individual. He stated they were just doing an extension amendment to the contract and stated if necessary (he did not think it was necessary), they could include it in the amendment to correct it, but it was just for the purpose of notice. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 4 – Commercial Lease Agreement and Project Development Contract for Friends of Arcadia Airport, Inc.

City Attorney Wohl advised this was the proposed Commercial Lease Agreement between the City of Arcadia and the Friends of the Arcadia Airport. He explained Friends was a 501C3 corporation whose sole purpose is to do fundraising and attract businesses and traffic to the City and the Airport. He stated they structured the lease wherein a rental rate was charged which was not oppressive to Friends, but also get the FAA to pass it as well. Mr. Wohl explained that they had spoken with the FAA and they advised the City needed to provide a lease that the City Administrator, the City Attorney and the Friends leaders had negotiated and such was contingent to FAA not objecting to the terms of the lease. He stated the rental rate was \$200.00 per year and with that the City would be getting revenue that would be derived by Friends and any income, after paying their expenses, would be turned over to the City of Arcadia. City Administrator Stewart referenced the \$200.00 amount and advised that the FAA stated a rent had to be charged and Friends understood after it was explained to them. Mr. Stewart advised that since Friends is a 501C3 and they are benefitting the City which is the reason for the low rent, he stated as a public organization, they must be transparent. Accordingly, Friends have agreed to provide financials to the City on an annual basis and such will be included in the lease. City Attorney Wohl advised that there would be a change to that effect before the signing of the final lease if it were to be approved. Councilmember Fink made a motion for the approval of the lease contingent to the amendment and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 5 – Budget Transfer Contingency to Airport

Finance Director Beth Carsten requested to transfer \$16,800.00 from the airport fund balance to the airport equipment account to pay for the fuel farm expense that the City will be splitting with the new FBO according to the contract. City Administrator Stewart explained that the reason it was coming before City Council was because any money taken out of the contingency fund has to be approved by the City Council. Councilmember Coker made a motion to approve the transfer of the money from the one account to the other account and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 6 – Council Approval of the SCOP Grant Application

City Administrator Stewart stated that the information was provided late to Council because administration received the information from the State at the last minute and he advised

staff worked furiously to put together the grant applications. He explained that these grants are the Small Communities Opportunities Programs grants which require no match from the community. He advised three (3) different projects were submitted which had been provided to Council Members in their packets. Mr. Stewart explained that he sent the applications off via e-mail yesterday and had received acknowledgement from the State that the applications had been received. He stated this was in the City's name and he was requesting approval to continue forward with the grant. Councilmember Coker made a motion that they accept the grant that had been applied for and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

COMMENTS FROM DEPARTMENTS

Marshal Anderson advised he was there to answer any questions or concerns that Council may have and there were none. The City Marshal opened it to the general public and Charles Conklin, a city resident, asked who approved the replacement of the yield sign with a stop sign on the corner of Smith and Bridle Path. City Administrator Stewart advised that the Public Works Director was not in attendance, but he would query him tomorrow and get back with Mr. Conklin. Marshal Anderson stated that he thought it was a good idea and recommended it. He also advised that the High School had notified him that they would be having their Homecoming Football Game / Parade on November 6th and the parade would begin at 4:00 p.m.

The City Attorney had nothing to report.

Finance Director Beth Carsten advised Council that an update for the budget had been provided in their packets. She informed Council that 77% of the total revenues had been received and the expenses were at 71.2%. She asked if there were any questions regarding the update. Ms. Carsten directed Council to page two (2) under Expenses, under Law Enforcement. She explained that there was a little change between the current update and the previous update. She stated that due to the audit not being filed timely, they were not able to use state funds to pay the first payment for the pension. She explained that the City, out of the pension fund that is set aside under the Police Department, had to pay a \$59,000.00 check to cover the expense which normally would have been paid by a check that the State holds for them for the pension. She explained that once the audit was filed with the State, they released those funds and the check had been received. She further explained that during the last report, she did not have it, but this time she did and she showed it as a \$59,000.00 credit. Councilmember Fink stated that he had asked her at the Budget Workshop if the reports were accurate and questioned that it was not included in the original one. City Administrator Stewart stated that he understood the confusion Councilmember Fink had and explained that there was an amount of money provided by the City to pay a pension cost that the City would not normally pay. He explained that was a part of personnel cost and would be included in the personnel cost that Councilmember Fink saw in June. He further explained that in the interim, since the audit was submitted and accepted by the State of Florida, the funds were released and credited to the personnel cost because it should not have been an original cost. City Administrator Stewart acknowledged that they paid the Police Officers their regular payroll amount and could provide information regarding same throughout the year, but the \$59,000.00 was backed out from the total. Councilmember Fink stated that it

did not appear to be kept in the proper fashion because if it was a credit, it should not be on the line of the expenses and the expenses should not reflect an actual cost of \$6,000.00 for a two (2) month period. City Administrator Stewart suggested what would have been more helpful, and accepted responsibility for it, would have been to have had a footnote that indicated why Council saw what Council saw. Mr. Stewart stated that they would check with the auditors to see if they have an issue with it and if a modification is needed, such will be done and he will share it with Council. Councilmember Fink agreed for such to be done. City Administrator Stewart advised Council that should something like this occur again, it would be made absolutely clear why Council would see such a number with a footnote. Furthermore, Mr. Stewart assured Council that the accounting for payroll and personnel costs are kept exactly as is required.

City Administrator Stewart advised that during the last Council meeting, Darby Ellis spoke about his business and actions taken by the City. Mr. Stewart informed Council that he had met with Mr. and Mrs. Ellis, along with the City Clerk who took notes. He advised that a Code Officer and the Marshal had used a laser to measure the distance door to door which is the requirement and Mr. Ellis met the requirement in that area. Regarding the code enforcement violations already written against his business, Mr. Stewart assured Mr. Ellis that he would send the requirements that were sited regarding the land code to Central Florida Planning Council and ask for them to review it and give their opinion on it. Upon receipt of same, Mr. Stewart and Code Enforcement Officer McQuay will review the information with Mr. Ellis. He stated that they will do what the code and law requires, no more and no less.

City Administrator Stewart also advised that he would not be in the office tomorrow morning due to his attendance at a meeting of the Heartland Regional Transportation Organization in Sebring.

PUBLIC

Charles Conklin, a city resident, asked why they are investing more money into the golf course when it was not making a profit and yet there is not enough money to fix roads. He also asked if the people in the Bridle Path development would be allowed to put their stuff back on the easement, and if so, he did not think that the City should be responsible. City Administrator Stewart stated that he thought they had answered it previously, but he was not aware of any instance where they were allowing people to put anything back on easements. In fact, by ensuring such, they had created a circumstance where a homeowner had to ask for a variance to be closer to the house than is normally permitted. Regarding fences, it will be up to the homeowner to replace any fence. Relating to the Golf Course, Mr. Stewart stated that all the information had been presented to City Council and they are the policy makers who will make the decision at the hearings in September.

George Chase of Friends of Arcadia Airport and a non-city resident thanked the Council for approving the contract. He also thanked the City Administrator and the City Attorney for all the work in getting it done. Mr. Chase stated that the 3rd Annual Pancake Breakfast will take place from October until April on the third Saturday of each month except for March which is the rodeo weekend. He explained that these were fundraising events and they allow Friends to

support airport projects while also attracting pilots to visit our community. He then invited Council to take part of at least one of the breakfasts. Mr. Chase stated that the grass looks great, but lately the grass had been high. City Administrator Stewart advised that the runway was steeped in water and mowing the grass could either create ruts in the runway or damage the mower. He stated that they were trying to let it dry a little bit.

Tim Backer, Chief of the Arcadia Volunteer Fire Department and a non-city resident, stated that their main purpose other than promoting fire safety was to take care of the antique fire truck that the City owns. He advised it was a 1924 American LaFrance and provided printed material to Council regarding same. Mr. Backer explained that Pride Enterprises, a part of the prison system in Daytona which does vehicle restorations for government vehicles remodeled the truck in 1991 and the volunteers paid to have it completely restored. He advised it had been 24 years and the engine quit six (6) or seven (7) years ago, so they are suggesting putting a straight six (6) engine in it so it will run like any vehicle, plus some other minor repairs. He stated that he had provided all the bids to Council and the total comes to \$22,900.00. He asked for guidance from Council to see what he should do next. City Administrator Stewart advised that he felt it was a great asset to the community and recommended trying to find a way to accomplish it. It was the general consensus of the Council and City Administrator Stewart asked if they wished for it to be placed on a future agenda and all agreed. Mr. Stewart advised it would be on the next agenda.

Jackie Scogin, a city resident, asked if there would be a feasibility study to the water to possibly no longer have the 3% increases every year. City Administrator Stewart advised there was an organization called Rural Water Association which provides rates studies and other analysis. He further advised that the utility director and he would be meeting with them. He stated they would ask about the current rate evaluation and determine whether it makes sense to take another look at it. Mr. Stewart also advised that they had met with the U.S. Department of Agriculture which has a funding and grant program in place that provides a loan at a very low rate and can provide grants to offset costs to keep rates as close as possible to current rates. He stated that he would gather the information to give to City Council for them to provide direction.

MAYOR AND COUNCIL REPORTS

Councilmember Fink advised that he had gone to St. Augustine last week and discovered that on September 8-9, 2015, they will be celebrating the 450th anniversary of the European landing in St. Augustine. He suggested having a proclamation placed on the next agenda to congratulate St. Augustine regarding the anniversary. There were no objections to same.

Councilmember Coker advised that Lake Katherine seemed to be overgrown with duckweed. City Administrator Stewart advised there was a grant provided for the care and upkeep of same. John Super of Team Arcadia and a non-city resident advised that the group handling it, Cross Creek, had come out a week ago and sprayed, but he advised they are battling the rain. Mr. Super stated that as soon as the rain lets up a bit, he will try to get them back out again. He further advised that the contract ends in October and there was one more spraying scheduled for October and then it would revert back to the City.

City Administrator Stewart advised that the City Hall grounds had been landscaped and cleaned up and suggested Council drive by and take a look. He also expressed his desire for staff to be in City Hall again one day.

Mayor Wertz-Strickland stated she had attended the Florida League of Cities Conference in Orlando last week and further stated that there was a wealth of information to obtain from those conferences and has had discussion with the City Administrator regarding same.

ADJOURN

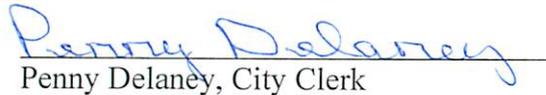
Councilmember Coker made a motion to adjourn and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Having no further business at this time, the meeting was adjourned at approximately 6:52 P.M.

ADOPTED THIS 1st DAY OF September, 2015.

By:



Judy Wertz-Strickland, Mayor



Penny Delaney, City Clerk