



CITY OF WINTER GARDEN

CITY COMMISSION REGULAR MEETING MINUTES

August 8, 2019

REGULAR MEETING of the Winter Garden City Commission was called to order by Mayor Rees at 6:30 p.m. at City Hall, 300 West Plant Street, Winter Garden, Florida. An Opening Invocation and Pledge of Allegiance were given.

Present: Mayor John Rees and Commissioners
Bob Buchanan – District 2 Mark A. Maciel – District 3 Colin Sharman – District 4

Absent: Commissioner Lisa Bennett – District 1

Also Present: City Manager Mike Bollhoefer, City Attorney A. Kurt Ardaman, City Clerk Angee Grimmage, Assistant City Manager of Administrative Services Frank Gilbert, Assistant City Manager of Public Services Jon Williams, Community Development Director Stephen Pash, Economic Development Director Tanja Gerhartz, Finance Director Laura Zielonka, Fire Chief Matt McGrew, I T Director Chad Morrill and Police Chief Stephen Graham

1. **APPROVAL OF MINUTES**

Motion by Commissioner Buchanan to approve regular meeting minutes of July 25, 2019 as submitted. Seconded by Commissioner Maciel and carried unanimously 4-0.

2. **FIRST READING AND PUBLIC HEARING OF PROPOSED ORDINANCE**

A. **Ordinance 19-40:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, REZONING CERTAIN REAL PROPERTY GENERALLY DESCRIBED AS APPROXIMATELY 0.42 +/- ACRES OF LAND GENERALLY LOCATED AT 504 WEST PLANT STREET ON THE SOUTHWEST CORNER OF WEST PLANT STREET AND SOUTH PARK AVENUE, FROM R-2 (RESIDENTIAL) TO PCD (PLANNED COMMERCIAL DEVELOPMENT); PROVIDING FOR CERTAIN PCD REQUIREMENTS AND DESCRIBING THE DEVELOPMENT AS THE 504 BUILDING PCD; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

City Attorney Ardaman read Ordinance 19-40 by title only. Community Development Director Pash stated that this is a request to rezone property located at 504 West Plant Street from R-2 to Planned Commercial Development (PCD). They are proposing to rezone to allow a 9,712 +/- square foot 2-story professional office building. He noted that the use is consistent with the existing future land use of traditional downtown. Staff recommends approval of Ordinance 19-40.

City Manager Bollhoefer noted that this is only the rezoning for the property and is not the site plan. He noted there had been some discussions about the parking which will be resolved at a later date when the site plan is brought back to the City Commission.

Mayor Rees opened the public hearing; hearing and seeing none, he closed the public hearing.

Motion by Commissioner Maciel to approve Ordinance 19-40 with a second reading and public hearing August 22, 2019. Seconded by Commissioner Buchanan and carried unanimously 4-0.

3. **REGULAR BUSINESS**

A. Recommendation to award the General Banking Services, Proposal Number – FIN-001 to TD Bank

Finance Director Zielonka stated that the City's current banking services agreement is set to expire this fall. She noted that staff opened an opportunity for a Request for Qualifications (RFQ) and TD Bank ranked highest in terms of lowest fees and the highest annual revenues. The City's investment advisors, PFM Group, reviewed the respondents and also ranked TD Bank as the highest responder. Staff recommends approval of the rankings and awarding general banking services to TD Bank.

There was discussion on TD Bank rates, investments gaining a higher yield, and the rollover of investment funds once they reach a certain amount. Finance Director Zielonka explained that most of the City's funds are invested and this item is for the general banking services for operational reserves.

Motion by Commissioner Buchanan to award the General Banking Services, Proposal Number FIN-001 to TD Bank. Seconded by Commissioner Sharman and carried unanimously 4-0.

B. Recommendation to approve RFP rankings and awarding Emergency Debris Monitoring Services contract to Thompson Consulting Services, LLC

Assistant City Manager of Public Services Jon Williams stated that staff has completed the Request for Proposal process to have a qualified firm provide emergency debris monitoring services. He noted that this is to assist in the monitoring of all aspects of disaster debris and collection processing and disposal operations. The City received two responses to the request for proposal. He noted the members of the selection committee and thanked them for their assistance. Mr. Williams noted that the process has determined that the highest rank responsive and responsible proposal was submitted by Thompson Consulting Services, LLC. This is the standby contract with an initial term of three years, with an option to renew for two successive periods not to exceed one year each. He noted that debris monitoring services are generally provided under a federally declared disaster in accordance with the Federal Emergency Management Agency (FEMA) public assistance debris monitoring guidelines and other federal requirements. Staff recommends approval.

Mayor Rees commented on the amount of funding the City would receive and the great amount of documentation required to receive it. There was discussion on the percentage of the reimbursement, retention fees, and availability of their services to the City. City Manager Bollhoefer noted the importance of having good relationships with these agencies in order to get good service from the vendors. There was also the discussion on the training of those who would provide the services.

Motion by Commissioner Buchanan to approve RFP rankings and awarding Emergency Debris Monitoring Services contract to Thompson Consulting Services, LLC. Seconded by Commissioner Sharman and carried unanimously 4-0.

- C. Recommendation to approve RFP rankings and awarding Emergency Debris Management Services contract to Crowder Gulf as primary contractor and Phillips & Jordan as secondary contractor

Assistant City Manager of Public Services Jon Williams stated that the City has just recently completed the same Request for Proposal (RFP) process for Emergency Debris Management Services to have a qualified primary and secondary contractor provide disaster debris management services. This is in the preparation, response, recovery and mitigation phases of any natural or man-made disasters. He noted that the City received eight responses to the RFP and the selection committee has determined the highest rank responsive and responsible proposal was submitted by Crowder Gulf; and the second was submitted by Phillips & Jordan. These are also standby contracts with an initial term of three years and an option to renew for two successive periods not to exceed one year. He noted that debris management services are generally provided under a federally declared disaster in accordance with the Federal Emergency Management Agency (FEMA) public assistance debris monitoring guidelines and other federal requirements. Staff recommends approving RFP rankings and awarding Emergency Debris Management Services contract to Crowder Gulf as primary contractor and Phillips & Jordan as secondary contractor.

Motion by Commissioner Maciel to approve RFP rankings and awarding Emergency Debris Management Services agreement to Crowder Gulf as primary contractor and Phillips & Jordan as secondary contractor. Seconded by Commissioner Buchanan and carried unanimously 4-0.

- D. Recommendation to approve site plan for 15500 West Colonial Drive (Tucker Oaks – Lot 3), subject to conditions

Community Development Director Pash stated that this is the site plan for property located at 15500 West Colonial Drive. He noted that this site plan includes one building that is approximately 27,000 square feet, which will be an office and warehouse building for a construction company. There will be three commercial buildings along the frontage of West Colonial Drive, which will have approximately 16,500 square feet between the three of them. He also noted that in the back will be eight medical office

