



# CITY OF WINTER GARDEN

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## CITY COMMISSION BUDGET WORKSHOP AND REGULAR MEETING MINUTES

August 22, 2019

**BUDGET WORKSHOP** and **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  
Lisa Bennett – District 1 Mark A. Maciel – District 3 Colin Sharman – District 4

**Absent:** Commissioner Bob Buchanan – District 2

**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 Bennett to approve regular meeting minutes of August 8, 2019 as submitted. Seconded by Commissioner Maciel and carried unanimously 4-0.**

### 2. **PRESENTATIONS**

A. **Oath of Office** to New Firefighters Christian Delgado, Chastin Dodd, Bradley Hughes, Andrew Strebeck, James Swope, III, and Christopher Walters was administered by Fire Chief McGrew who also introduced them to the City Commission.

B. **Proclamation 19-10:** Proclaiming West Orange Healthy Selfie Day was presented to Heather Murray by Mayor Rees and the City Commissioners. Ms. Murray described the purpose of the day and encouraged all to participate.

### C. **BUDGET WORKSHOP**

A budget workshop and PowerPoint presentation highlighting some of the budgeted items were given by Finance Director Zielonka who noted that no decision were required at this meeting. (See attached - **Exhibit A**). The presentation highlighted the proposed budget for fiscal year 2019/2020. Ms. Zielonka noted that the City is still a on solid foundation with all of its funds. City Manager Bollhoefer also noted that the Full Time Equivalent for other cities would be made available for review. He noted that fund balance is at 27 percent with the target being 30 percent and explained how even 20 percent is safe when the market is down. Mayor Rees noted that he is preparing his questions and will submit them to staff. He also requested copies of the PowerPoint presentation be distributed to the City Commission for review.

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

- A. **Ordinance 19-43:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA MODIFYING THE CITY'S GENERAL MUNICIPAL ELECTION DATES TO COINCIDE WITH THE PRESIDENTIAL PREFERENCE PRIMARY DATE IN 2020; PROVIDING FOR A 7-DAY QUALIFYING PERIOD AND SCHEDULE FOR RUN-OFF ELECTION TO BE APPLIED IN CONJUNCTION WITH SAID ELECTION; AND PROVIDING FOR CONFLICTS, SEVERABILITY, NON-CODIFICATION AND AN EFFECTIVE DATE

City Attorney Ardaman read Ordinance 19-43 by title only. City Clerk Grimmage stated that this ordinance is a piggyback of the Orange County Supervisor of Elections Presidential Preference Primary election. She noted that this piggyback is allowed by the City's code Chapter 2, Section 2-251. The Ordinance establishes an election date of March 17, 2020, a Run-off Election date of April 14, 2020, and modifies the qualifying period dates to be November 5 through November 12, 2019. City Clerk Grimmage noted that this qualifying change is to meet the Orange County Supervisor of Election's ballot deadline. She stated that this will allow for the inclusion of the qualifying names as well as all charter review questions. Staff recommends approval.

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

**Motion by Commissioner Bennett to approve Ordinance 19-43 with a second reading and public hearing September 12, 2019. Seconded by Commissioner Sharman and carried unanimously 4-0.**

**4. SECOND 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 gave the property location and noted that the owner is requesting to rezone the property to Planned Commercial Development (PCD). They are proposing to build an office building. Staff recommends approval of Ordinance 19-40.

Mayor Rees opened the public hearing.

Ron Mueller, 709 Lake Cove Pointe Circle, Winter Garden, Florida voiced concerns about the approval of this item without the accompaniment of the site plan and also cautioned consistency of projects.

Community Development Director Pash stated that the zoning is consistent with the future land use designation and explained that the office would be a permitted use. Commissioner Sharman confirmed that this abuts the apartment complex; Mr. Pash affirmed. Mr. Pash addressed the issue of project consistency and parking concerns.

City Manager Bollhoefer noted the commonality of site plans not being presented with zoning as they are two separate issues. Mayor Rees acknowledged understanding Mr. Mueller's concerns and there was discussion on what could be allowed at this location.

Mayor Rees closed the public hearing.

Commissioner Sharman also acknowledged the concerns and noted that this abuts a commercial location and is in favor of moving forward with this item. Commissioner Maciel noted that it is consistent with the future land use and has been designated as future commercial.

**Motion by Commissioner Sharman to adopt Ordinance 19-40. Seconded by Commissioner Maciel and carried unanimously 4-0.**

## 5. REGULAR BUSINESS

- A. Recommendation to approve RFP rankings and award Construction Services Contract for WRF Belt Filter Press Installation to TLC Diversified, Inc. in the amount of \$542,300 which includes a 10% contingency

Assistant City Manager-Public Services Williams stated that staff has recently completed the request for proposal process for construction services relating to Belt Filter Press Installation. The project includes installation of the belt filter press, associated piping, pumps, instrumentation and controls. He informed of the City's Florida Department of Environmental Protection (FDEP) operating permit requirement for the management of biosolids and its periodic removal for maintaining proper operation. He noted that Belt Filter Press is essential in meeting this requirement. He explained some of the process and addressed the City's current system and its needs.

Mr. Williams stated that the City received three responses to its request for proposal. The selection committee has determined that the highest ranking responsive and responsible proposal was submitted by TLC Diversified, Inc. approving the RFP rankings and awarding Construction Services Contract for WRF Belt Filter Press Installation to TLC Diversified, Inc. in the amount of \$493,000.00 plus a 10% contingency for a total of \$542,300.00.

Mayor Rees inquired as to the cost of the Belt Filter Press which the City is providing. Mr. Williams responded that the Belt Filter Press is \$265,000. Mayor Rees surmised that the total cost is approximately \$800,000. Mayor Rees mentioned that one proposal had quite a difference on individual parts. Mr. Williams replied that this would then be viewed as an unbalanced bid.

**Motion by Commissioner Sharman to approve RFP rankings and award Construction Services Contract for WRF Belt Filter Press Installation to TLC Diversified, Inc. in the amount of \$542,300, which includes a 10% contingency. Seconded by Commissioner Bennett and carried unanimously 4-0.**

- B. BOARD APPOINTMENTS – Architectural Review & Historical Preservation Board  
Community Development Director Pash stated that there are currently three members on the Architectural Review and Historic Preservation Board whose terms are expiring. All three members have expressed interest in the remaining on the board and are eligible. He noted that they actually meet three of the requirements as an Architect, General Contractor, and Member of the Winter Garden Heritage Foundation Board. Staff recommends reappointment of these three members for another three years.

**Motion by Commissioner Bennett to appoint Tory Parrish (*Architect*), Kay Cappleman (*Winter Garden Heritage Foundation Member*), Eric Rainville (*General Contractor*) to the Architectural Review & Historical Preservation Board for a 3-year term. Seconded by Commissioner Sharman and carried unanimously 4-0.**

- C. BOARD APPOINTMENTS – General Employees’ Pension Board  
City Clerk Grimmage stated that there are two seats available on the General Employees’ Pension Board. She noted that one is for the unexpired seat for Theo Graham, who was still seated when he passed away. She explained that the second seat is for Matt Moore, who has expressed interest in retaining his seat on the board.

**Motion by Commissioner Maciel to appoint Matt Moore to the General Employees’ Pension Board. Seconded by Commissioner Sharman and carried unanimously 4-0.**

**Motion by Commissioner Sharman to appoint Ed McKinney to the General Employees’ Pension Board. Seconded by Commissioner Bennett and carried unanimously 4-0.**

There was discussion on retention of applications, follow ups on those interested applicants who may not have been chosen, and recruitment for future positions.

## 6. **MATTERS FROM PUBLIC**

Derek Blakeslee, 230 North Highland, Winter Garden, Florida gave an update on the status of the charter review; noting that the review is on schedule. He announced that the final

review would begin on Monday, August 26, 2019 at 5:30 p.m. in the City Commission chambers.

Mayor Rees thanked Mr. Blakeslee and the members of the Charter Review for their hard work; noting he has heard good reports and it is much appreciated.

Ron Mueller, 709 Lake Cove Pointe Circle, Winter Garden, Florida voiced concerns about the City addressing hours of business for certain businesses.

7. **MATTERS FROM CITY ATTORNEY** – There were no items.

8. **MATTERS FROM CITY MANAGER**

Postponement of Blues N BBQ

City Manager Bollhoefer recommended to the City Commission the postponement of the Blues N BBQ event for one year due to the scheduled construction of the two new buildings in the downtown area. He noted that the construction will be in the location that the event was previously held. There was discussion on the future relocation of the event. Mr. Bollhoefer noted that the City has worked with the Bloom N Grow, made allowances so it will move forward.

Road Closures

City Manager Bollhoefer informed the City Commission on the schedule of some limited road closures as follows: August 22, 2019 from 9:30 a.m. to 5:00 p.m. a closure from Ninth Street from Story Road to Cypress Street, and August 26, 2019 from 5:00 p.m. on Friday to 5:00 a.m. on Monday, for the entire weekend a closure for the entire Story Road and Ninth Street intersection. He noted that the reason for doing this on a weekend is so that there is no interruption for the school.

East Winter Garden - Update and Land Purchase

City Manager Bollhoefer displayed a map showing the location of a property that is available for sale. He stated the land was listed for sale and a counter offer to the purchase price was made by the City and he is requesting permission to purchase. He noted that this is part of the major plan of redevelopment the City has been working on in East Winter Garden. He shared that it is believed redevelopment should start at the center of the Tenth Street area; right in the middle of historic East Winter Garden. An initial concept drawing was displayed and he noted that the idea is to use smaller homes with possibly five units fitting on the property. Small, nice and affordable homes would be created. He described nearby properties owned by the City, meetings with nearby property owners, and the creating of matching projects by partnering. He noted that staff sees this as the beginning of the redevelopment in East Winter Garden and recommend a \$10,000 deposit on this property as part of this plan.

City Manager Bollhoefer updated the City Commission on the status of redevelopment for East Winter Garden. He shared intentions of the City to approach Orange County's Board of County Commissioners in an effort to have the Community Redevelopment Agency (CRA) extended for 10 years. He mentioned a temporary hold on an annexation that is due to some legal issues; noting this as some of the typical roadblocks experienced. He also informed of a partnership between the City and the Peace and Justice League in an effort to bring training and programs as a part of the East Winter Garden redevelopment process.

Mr. Bollhoefer indicated that a more detailed update would be given at a later date, but recommended approval of the deposit for purchasing the property for the redevelopment. He noted that the display was a conceptual subject to change, but some type of smaller home would be necessary.

**Motion by Commissioner Maciel to approve a \$10,000 deposit as down payment on the purchase of the property as noted. Seconded by Commissioner Sharman and carried unanimously 4-0.**

Mayor Rees addressed the need for cleanup of the area, suggesting ideas such as a police substation, more police presence, and possibly an activities building where everyone could feel safe. City Manager Bollhoefer spoke of some of the efforts in order to build better relationships between the residents and the Police force. He mentioned code enforcement efforts, the use of volunteer forces and summarized some of the previously stated efforts as a comprehensive program that would work better within the community.

Commissioner Maciel voiced his appreciation for the long term goals and inquired if there is something that could be done to focus more on the short term as well; noting some of the calls he has received from residents. City Manager Bollhoefer responded absolutely and spoke of how the community should respond to certain challenges in order to get certain results. There was discussion on noise issues, police enforcement, annexation of enclaves, and the current housing efforts. Also discussed was potential gang activity issues and City Manager Bollhoefer recognized Police Chief Graham to come and give an update on this topic. Police Chief Graham informed of efforts to target identified gang activity, key arrests of its leadership, removal of guns from the streets, aggressive enforcement and increased police presence. Commissioner Maciel inquired about community activities where the Police and community come together and wondered if this was something the City could do. Police Chief Graham affirmed that this is something the City could do and noted that the City community liaison unit still attends community meetings. He also noted other police interactions with the public. There was discussion on organizing events and the channels needed to do so.

#### 9. **MATTERS FROM MAYOR AND COMMISSIONERS**

Commissioner Sharman noted the groundbreaking for a new Fire Station in District 4.

