

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting
Agenda
January 11, 2021 5:30 PM
Town of Lake Placid Government Center
1069 U.S. Highway 27 N, Lake Placid Florida 33852

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, January 11, 2021 at 5:30 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Pastor Drew Severance of Lake Placid First Presbyterian Church gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Charles Wilson
Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Attorney Bert Harris
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner, Dana Riddell
Town Planner, Melony Culpepper

Mayor Holbrook stated that since there has been an increase COVID in our community and Town Government, we ask that all cooperate with an expedited council meeting. We hope to accomplish the public's business as quickly as possible, and to delay business that may not be time sensitive until the next meeting. In addition, Mayor Holbrook pointed out that there are currently two department heads that are not in attendance of the meeting due to COVID-19 quarantine.

1. CONSENT AGENDA 1

- A.** Approval of Agenda
- B.** Approval of Minutes Town Council Meeting December 14, 2020.
- C.** Approval of Departmental Financial Reports for the month of December 2020
- D.** Approval of all duly authorized monthly bills December 2020
- E.** PACE Approval
- F.** Approval of Bicentennial Park Lease
- G.** Approval of Town Administrator installing sound improvement materials in Gov Center in-house up to \$10,000 materials

Mayor Holbrook asked for a motion for the consent agenda, if there were any objections, seeing none instructed the clerk to show motion as unanimously adopted.

Motion: Moved by Council Member Wilson, seconded by Council Member Sapp, to approve Consent Agenda 1 A through G. **Roll Call Vote:** Unanimous

2. CONSENT AGENDA 2 (No Agenda Items)

3. Presentations / Citizens on Agenda (No Agenda Items)

4. Public Hearing

A. Second Reading Ordinance 2021-1 Lake June /realty Planned Development LPTC.20.018RZ

- Mayor Holbrook stated this is the second public hearing of proposed Ordinance 2021-1, and instructed the clerk to include in the record the report, data, and analysis of the towns planning staff regarding the matter.
- Council Member Royce instructed staff to make sure that the applicant has agreed to assurances that had been previously made.
- Ms. Crush a representative for the request responded that this only a request for a change of uses for the property and not the Planned Development portion that would be brought to the Local Planning Agency (LPA) and Town Council for final approval.
- Ms. Riddell read Ordinance 2021-1 by title.

Motion: moved by Council Member Royce seconded by Council Member Sapp to approve and adopt upon second reading, ordinance no. 2021-1, amending the conditions of an existing highway commercial planned development district (c-1 pd) on the town's official zoning map. **Roll Call Vote:** Unanimous

B. Request for consideration of Special Exception LPTC.21.002, to allow an Open Yard Storage area exceeding 50% of the size of the enclosed business at 70 Plaza Ave., Lake Placid, Florida. (Planners Staff Report included as part of the record)

- Mayor Holbrook, Council, Mr. Harris, Ms. Riddell, Ms. Culpepper and Mr. Royal the property owner discussed the request. Mr. Royals the owner of the property to be leased is concerned that Tractor Supply is close to pulling the project completely. Additional discussion included:
 - The project to be in phases beginning with Phase one, Landscaping which was deemed to be appropriate, the fencing to be put up but without curb cut, parking spots would need to be removed, and would not put back until the project goes through the site review process.
 - Allow for execution of the lease and have the most important issues pertaining to the outside storage area to move forward and to also address issues that were brought up with the towns engineer working with the project engineer.
 - Phase 2 allows for the site development plan process.
 - The project time frame was discussed. Council was in consensus that there would be no action needed by the council, the project would automatically become null and void in the event that the agreed upon schedule for completion was not met. There should be an automatic hard stop for the project or the applicant could come to the town council to request an extension if needed.
 - A written agreement to be drafted.
 - Mr. Royal confirmed that Tractor Supply was told that the mural is to remain untouched.

Motion: Moved by Council Member Wilson, seconded by Council Member Sapp, to approve Lptc.21.002, To Allow an Open Yard Storage Area Exceeding 50% Of the Size of The Enclosed Business At 70 Plaza Ave., Lake Placid, Florida, With the Following Conditions as Amended:

1. The Open Yard Storage Area Shall Comply with All Local, State, And Federal Regulations.
2. The Special Exception Shall Only Apply to Tractor SUPPLY.
3. The open yard storage area shall not exceed 18,424 sq. Ft. The open yard storage area shall be maintained in good Condition and free of junk and debris.
5. The open yard storage area shall adhere to the site plan Approved by town council; any changes to the site plan shall Go before the town council for approval.
6. The horticultural plantings, irrigation, screening, and other Amenities shall be maintained in good condition.
7. Any new fencing shall be black chain-link, or vinyl privacy Fencing.
8. The development shall occur in phases:
Phase i:
 - landscaping shall be provided around the trailer

Display area and retention pond as presented on
The site plan.

- fencing shall be provided around the open yard
Storage area.
- a maximum of 75 parking spaces may be removed. Parking spaces shall not be replaced or Reconfigured until the commercial site plan has Been approved by the town engineer.

Phase ii:

- to be completed within 6 months of beginning phase I, or the special exception may (shall) be deemed null and Void by the town council, unless an extension is Otherwise granted.
- the development will apply for the commercial Review process.
- a revised site plan shall appear before the town Council for final approval.

Phase iii:

- to be completed within 6 months of beginning phase ii or the special exception may be deemed null and Void by the town council, unless an extension is Otherwise granted.
- all exterior improvements shall be complete as Approved on the final site plan.

9. Landscaping shall not be placed in the right-of-way; Landscaping as shown on the site plan on north end of the Plaza is not approved.

10. The special exception shall be effective immediately.

Roll Call Vote: Unanimous

5. Resolutions

A. Resolution 2021-01-Request for a waiver to reduce the parking requirements at 27 & 29 Rainer Dr., Lake Placid, FL 33852.– LPTC.21.005.

- Mr. Harris asked council if there were any councilmembers in opposition to the request.

Motion: moved by Council Member Royce seconded by Council Member Wilson to approve and adopt by Resolution 2021-01, to reduce parking requirements for a new self-storage facility at 27 & 29 Rainer Dr., Lake Placid, FL 33852. **Roll Call Vote:** Unanimous

B. Resolution 2021-02-Request for consideration for a waiver to reduce the parking requirements at 70 Plaza Ave., Lake Placid, FL 33852.– LPTC.21.003

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to approve and adopt by Resolution 2021-02, to reduce parking requirements for a new Open Yard Storage area at 70 Plaza Ave., Lake Placid, FL 33852. **Roll Call Vote:** Unanimous

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Council Members (no discussion Items)

B. Planning

- Ms. Culpepper informed council that amending the Towns Land Development Regulations is not part of the current planning agreement with the county.

C. Town Attorney

1. LPA concerns regarding staff approval of additional buildings

- Mr. Harris recommended delaying this discussion as the topic is a broader discussion.
- Mr. Williams commented that Mr. Compton requested that the item be placed on the agenda.

2. Lake Placid Campground Project Funding Discussion

- Mr. Harris presented an agreement between the Lake Placid Camp and Conference Center (LPCCC) and apologized for the late submission due changes within the agreement.
- Mr. Harris discussed the following:

- In regards to the pioneering agreement, any additional fees collected by the line would allow for the debt the LPCCC incurred to be paid off sooner rather than later.
- The pioneering agreement is for 5 years, and Mr. Harris was comfortable with time frame.
- LPCCC would be instructed to not reach out to state legislators, rather would work through the town.
- Staff is working on obtaining assurances from the state that by moving forward it would not impede the town from applying an SRF loan in the future for the construction of the next plant train expansion.
- LPCCC is on a time line which is the reason to try to expedite.
- Mr. Harris recommended council adopt the agreement as presented, authorizing the mayor to sign with changes recommended by the Town Attorney

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to approve the agreement as presented authorizing the Mayor to finalize with any changes recommended by the Town Attorney. **Roll Call Vote:** Unanimous

D. **Town Administrator** (No Agenda Items)

7. **MAYOR/COUNCILMEMBERS**

- Council Member Royce commented on the current COVID19 virus, indicating the towns policy has been to follow the Federal, State, and Countys lead. In addition expressed concerns that Highalnds County has the highest death rate in the state of Florida, over 220 have died in the county. Council Member Royce stated that there may be a need for the council to address the covid issue and possibly to consider ways to keep the towns people and businesses safe in regards to utilizing masks, understanding that this is a tough issue and added was not looking for any action at this time.
- Mayor Holbrook, Council, Mr. Williams discussed COVID-19.
 - Is there a way to get the vacine available for town employees as they work with the public.
 - The Vacine is allowcated by the state.
 - Highlands County has a high population of over 65
 - The LPPD has had two officers signed up to take the vacine.
- Council Member Wilson asked that a list of all the town properties with the current uses, and still wants to see this discussed at a future meeting.

8. **CITIZENS NOT ON AGENDA** (Comments are to be limited to 3 minutes, unless a longer period of time is permitted by the presiding officer or by a majority of the Town Council)

9. **ADJOURNMENT 6:20**

- Mayor Holbrook, hearing no objections, delcared the meeting adjourned at 6:20 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting
Agenda

February 8, 2021 5:30 PM

Town of Lake Placid Government Center

1069 U.S. Highway 27 N, Lake Placid Florida 33852

Mayor Holbrook called this Regular meeting of the Lake Placid Town Council to order on Monday, February 8, 2021 at 5:30pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Chief Fansler gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Charles Wilson
Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Attorney Bert Harris
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner, Melony Culpepper

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes Town Council Meeting January 11, 2021.
- C. Approval of Departmental Financial Reports for the month of January 2021
- D. Approval of all duly authorized monthly bills Less Royce Supply January 2021
- E. Approval of surplus of 2010 Ford Crown Victoria with 107K miles. VIN# 2FABP7BV5AX114848

Council Member Royce inquired about 1.E. Chief Fansler responded that the vehicle will go to auction and usually the town receives about \$1000 or less, the funds are put back to the general fund.

Motion: Moved by Council Member Worley, seconded by Council Member Royce, to approve Consent Agenda 1 A through E. **Roll Call Vote:** Unanimous

2. CONSENT AGENDA 2

- A. Approval of all duly authorized monthly bills Royce Supply January 2021

Motion: Moved by Council Member Worley, seconded by Council Member Sapp, to approve Consent Agenda 2. **Roll Call Vote:** Yes-Worley, Sapp, Wilson Abstain-Royce the proper paper work was given to the clerk. **Motion Passed**

3. Presentations / Citizens on Agenda

- A. Casey Hartt of the Highlands County Tourist Development Commission (TDC) gave a presentation highlighting the how funds are received, expended, and various accomplishments of the TDC.
 - Council and Ms. Hartt discussed the TDC as it relates to working with the Town of Lake Placid.
 - TDC has worked with the chamber assisting with the Caladium Festival and other events.

- The TDC reach out to the chamber to possibly assist in working with Social Media.
- TDC has funds to assist with potential updates to Lake June Park facility.

4. Public Hearing (No Agenda Items)

5. Resolutions (No Agenda Items)

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Council Members

1. COVID Actions

- Mr. Williams stated that the item was placed on the agenda at the request of Council Member Royce.
- Council Member Royce related some of the current COVID statistics, stating that Highlands County has one of the highest number of deaths and feels strongly that the council should do more. A resolution passed by the City of Bartow was presented as an example of how the town could address COVID, Council Member Royce handed out the resolution with suggested changes.
- Mayor Holbrook and Council Member Worley indicated they were in favor of the resolution.
- Mayor Holbrook, Council, and Mr. Williams discussed COVID actions. Council Member Wilson pointed out that if the resolution is not mandating then it is a feel-good resolution and does not believe it will change anyone's minds. Council Member Sapp stated that the counts were high after the holidays, and does not see the point for the resolution.

Motion: Moved by Council Member Worley, seconded by Council Member Royce, to approve Resolution similar to the City of Bartow's with the discussed updates. **Roll Call Vote:** Yes- Worley, Royce No-Wilson, Sapp, Yes- Mayor Holbrook **Motion Carried**

2. Property management Discussion

- Mr. Williams presented to council all the properties that the town currently owns, stating that most are only minor properties.
- Council and Mr. Williams discussed the town properties.
- Council requested a special meeting to further discuss.

Motion: Moved by Council Member Wilson, seconded by Council Member Royce, to hold a special meeting in regards to town owned facilities. **Roll Call Vote:** Unanimous

A. Planning

- Ms. Culpepper informed council that the Dana Riddell town planner is now working for Central Florida Regional Planning Council. Ms. Culpepper will continue working on behalf of the town but requested council give some adjustment time for planning.

B. Town Attorney

1. Police Mutual Aid Agreement

- Mr. Harris informed council that the Mutual Aid Agreement has expired. In addition, cited concerns in regards to the agreement specifically the town indemnifying the Sheriff's office when they assist the town. Discussed the following:
 - Mr. Harris stated after checking with the town's insurers Public Risk Management PRM staff was informed by PRMs council that that was an issues, but a conversion was had with the town's insurers in regards to the indemnification, and was told that the town is fine and would be covered. Mr. Harris requested that Mr. Williams obtain in writing from PRM confirming the town will have no issues with the indemnification portion.
 - A budget amendment will need to be done, as without a mutual aid agreement in place the state requires that two officers be on duty, for each shift.
 - Chief Fansler commented that there are currently 8 officers, which limits the ability for sick and off times, and overtime will be needed, about 84 hours per week.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to table until the next meeting and to schedule two officers to be on duty. **Roll Call Vote:** Unanimous

2. Lake Placid Camp and Conference Center (LPCCC) System

- Mr. Alday informed council in regards to the Rural Infrastructure fund, LPCCC would not be the applicant, the grant for application would be \$570,000. Mr. Alday stated there is not a motion needed by council, but will need the Mayors Signature for the application.
- Mayor Holbrook, Council, Mr. Alday, Mr. Harris and discussed the application and the Capital Financing Plan.
 - Seeking grant application, and the town does not have an obligation to accept the grant if awarded. In addition, the town is not obligated to Mr. Alday's fee as that will be paid by the LPCCC.
 - Time line for the grant award is 90 days. This grant is one of three program funds that are being considered.
 - The Capital Financing Plan was reviewed by Mr. Alday, the plan based on 1.2 Million and is high to ensure there is contingency funds if needed.
- Council, Mr. Harris, Mr. Taylor legal counsel for the LPCCC discussed the Capital Financing Plan and SRF loan application. The agreement is currently being worked on. Additional discussion:
 - How will the LPCCC receiving the SRF loan affect the towns ability to apply for future SRF loans. Mr. Harris and Council Member Royce spoke with FDEP and were told that it will impact the towns ability to apply for SFR loan. The calculations were made to avoid the town being negatively impacted in regards to the town having the ability to apply for a SRF loan.
 - LPCCC will pay a fee to offset any negative impact to the town.
 - Council Member Royce stated that it is important to express to the LPCCC the town is not committing the town staff and that real negotiations on how LPCCC will pay, for example the towns legal fees, and town staff time.
 - Mr. Taylor stated town legal fees were agreed to be paid by LPCCC and was included in the agreement.
 - The FDEP consent order time is moving and that a hearing on the loan should take place soon.
- Mr. Harris recommended the Mayor sign the Rural Infrastructure Fund application with the understanding that the town is not obligated to accept the funds if awarded the grant.
- A special meeting was discussed, in order to hold a public hearing for approve for the Wastewater State Revolving Fund Facility Plan and Loan Application.

Motion: Moved by Council Member Wilson, seconded by Council Member Worley, to approve application for \$570,000 for the Rural Infrastructure Grant. **Roll Call Vote:** Unanimous

Motion: Moved by Council Member Worley, seconded by Council Member Sapp, to schedule a special meeting for Monday February 22, 2021. **Roll Call Vote:** Unanimous

C. Town Administrator

1. Budget Adjustment request for new police vehicle

- Chief Fansler presented a budget adjustment request, in regards to the purchase of a new police vehicle. In addition, commented on the last budget cycle council said the chief could come back to council for approval of an additional vehicle purchase.
- Chief Fansler gave a description of the current 2013 Explorer, which has accumulated nearly \$10,000 in repairs, and would also get rid of the older Crown Victories.
- Council and Chief Fansler discussed the various vehicles in the LPPD fleet

Motion: Moved by Council Member Wilson, seconded by Council Member Sapp, to approve a budget amendment to purchase vehicle. **Roll Call Vote:** Yes-Wilson, Sapp, Royce, No-Worley
Motion Carried

2. Budget Adjustment Public Works Maintenance

- Mr. Keefer requested a line-item adjustment to move the funds from the Capital Outlay Sanitation, due to unexpected repairs which has affected the sanitation maintenance budget.
- Mr. Williams informed council that \$39,500 was previously budgeted for a truck wash, which Mr. Barber has been working on the design, but no funds have been expended for that project. In addition, commented that if this project was delayed the funds were available to

use for the line-item adjustment. Mr. Barber confirmed that the truck wash was noted while an inspection was being conducted at the waste water plant, but was only suggested.

- Council, Mr. Keefer and Mr. Williams discussed the Sanitation Budget
 - Currently there is no reserve in the Sanitation Budget
 - There is enough of trash cans that were donated for commercial, but due to a change in leadership in Avon Park it is not feasible to obtain any other cans.
 - A close look at the current residential rates in regards to the sanitation budget.
- The motion included the requested line adjustment for 6.D.3.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to approve line-item adjustment of \$23,000 employee cost, and move the remainder \$14,884 into the maintenance. **Roll Call Vote:** Unanimous

3. Budget Adjustment request for increase in pay for Commercial Driver Licensed personnel (heard under 6.D.2)

7. MAYOR/COUNCILMEMBERS (no other comments)

8. CITIZENS NOT ON AGENDA (no citizen comments)

9. ADJOURNMENT 8:24

- Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:24 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Special Meeting
Agenda

February 22, 2021 5:30 PM

Town of Lake Placid Government Center

1069 U.S. Highway 27 N, Lake Placid Florida 33852

Mayor Holbrook called this Special meeting of the Lake Placid Town Council to order on Monday, February 22, 2021 at 5:30pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Chief Fansler gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Charles Wilson
Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Attorney Bert Harris
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Chief James Fansler

1. The Town's real property (moved to the end of the agenda as the final item)

- Council Member Wilson pointed out that the main intention for the request to take a look at the to evaluate the town structures, such as the old town hall, and fire department for example. In addition, council has discussed whether to move the Lake Placid Police Department to the old town hall which needs renovation, selling the current LPPD station could elevate some of the costs of renovation.
- Mayor Holbrook, Council, Mr. Williams, and Mr. Harris discussed the town properties, how to move forward in regards to obtaining appraisals and which properties to have appraised.
 - Seek appraisal of the old town hall in its entirety, the separate property next to the town hall, the LPPD building and the property located behind of Mr. Harris's office. The county still needs to deed back to the town.
 - Have Mr. Williams go through the bidding process for an appraiser.
 - Mr. Harris clarified that municipalities unlike the county are not required to obtain appraisals.
 - Realtors can give an opinion on value, but an appraiser w in writing on the appraisal of the property.
- Mr. Harris recommended letting the appraiser know what zoning the properties may be used for which councils has authority.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to approve for Mr. Williams to send out Requests for Proposal to provide real-estate appraisals for the Old Town Hall 311 West Interlake Blvd, Police Station N 8 Oak Ave, and 619 Hillcrest avenue, the RFQ to include language that will be provided by the town attorney in regards to the zoning uses to base the appraisals. **Roll Call Vote:** Unanimous

2. The Collateral needed to secure the Lake Placid Camp and Conference Loan

- Mr. Harris addressed the agreement for the LPCCC to pay for the towns fees was not included on the agenda for council's consideration therefore could not be addressed.
- Mr. Harris in regards to the LPCCC collateral required to secure the loan, discussion has been on going with the LPCCC. The most recent discussion has been that LPCCC is

looking at a bond to secure the loan. The type of bond being considered is a non-cancelability loan for 10 years.

- Mr. Harris stated that in regards to the mutual aid there is language in the agreement that Mr. Harris was not in favor. Due to the requirement to have two officers on duty when a mutual aid agreement is not in place Mr. Harris recommended and the Sherriff has agreed to move forward with the current agreement for a period of 90 days in order to work through areas of the agreement that are of issue.
- Mr. Harris stated that the towns insurance company has been contacted to discuss the indemnification of the portion of the agreement.
- Mr. Harris asked Mr. Williams to get confirmation from the insurance company that the town is in fact insured even though the insurance company may not like the language within the agreement.

Motion: Moved by Council Member Royce, seconded by Council Member Worley, to approve the Mutual Aid Agreement for a period that would extend until Tuesday June 15, 2021. **Roll Call Vote:** Unanimous

3. Public Hearing (No hearing, no action was taken)

A. Wastewater State Revolving Fund Facility Plan and Loan Application

4. Police Mutual Aid Agreement (discussed under agenda item 2)

5. CITIZENS NOT ON AGENDA (no citizen comments)

6. ADJOURNMENT 6:23

- Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:23 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting
March 8, 2021 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, March 8, 2021 at 5:30pm at the Town of Lake Placid Government Center, 1069 U.S. Highway 27 N, Lake Placid, Florida. Pastor Cole of Faith Baptist Church gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Charles Wilson
Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Attorney Bert Harris
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner, Melony Culpepper

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes Town Council Regular Meeting February 8, 2021.
- C. Approval of Departmental Financial Reports for the month of February 2021
- D. Approval of all duly authorized monthly bills Less Royce Supply February 2021
- E. Approval request from Ridge Area Arc for Developmental Disabilities Awareness Month permission to "Scarf Bomb" Devane Park

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson to approve Consent Agenda 1 A through E. **Roll Call Vote:** Unanimous

2. CONSENT AGENDA 2

- A. Approval of all duly authorized monthly bills Royce Supply February 2021**

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson, to approve Consent Agenda 2. **Roll Call Vote:** Yes-Worley, Sapp, Wilson Abstain-Royce the proper paper work was given to the clerk. **Motion Passed**

3. Presentations / Citizens on Agenda (No Agenda Items)

4. Public Hearing

- A. Annual Capital Improvement Element (CIE) Public Hearing – LPTC.21.001**

- Ms. Culpepper presented and gave an overview of the proposed Annual Capital Improvement element, which is required and satisfies Florida Statute.
- Ms. Culpepper read the ordinance by title.

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson to approve upon First Reading Ordinance 2021-3, Modifying the Five-Year Capital Improvement Schedule of The Town of Lake Placid 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for Notification. **Roll Call Vote:** Unanimous

5. Resolutions (No Agenda Items)

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Council Members

1. Lake Placid Police Department “Extra Duty Detail”

- Council Member Worley gave a brief overview of concerns and presented the LPPD agreement with the Church for ongoing Extra Duty Detail for review.
- Mr. Williams as the previous Chief of the LPPD stated that Chief Fansler has continued with the same policy that was put in place at that time. In addition, Mr. Harris commented that current form/agreement does need changes.
- Mayor Holbrook, Council, Mr. Williams, Mr. Harris and Chief Fansler discussed the issue of LPPD Extra Duty Detail. Council Member Worley expressed concern on how the agreement is worded, and mentioned how Tampa categorizes the types of Extra Duty Detail and payrates.
 - Mr. Harris discussed changes to the form/agreement, in order for the town insurance to cover any issues that may arise during extra duty detail, he recommended taking out the language “private duty” which makes clear the officers are the towns employees. Mr. Harris stated that the language “indemnification” can be removed as the officers are employed by the town, adding that any changes to the agreement would be decided by the council.
 - LPPD extra duty is only within the town limits and the town retains operational control on any extra duty detail.
 - The current charge covers the cost of the officers.
- Mayor Holbrook directed staff and legal to work on the agreement and bring it back to the council for review and approval.
- Mr. Harris also commented on the “Mutual Aid Agreement” with the Highlands County Sheriff’s Office, that council had previously approved a 90-day extension, that the 90-day extension not be signed. Mr. Harris presented a letter stating that due to insurance issues the town would not be moving forward with the 90-day extension. In addition, would continue to work with the Sherriff on the agreement.

A. Planning (No Agenda Items or Comments)

B. Town Attorney

1. Lake Placid Camp and Conference Center (LPCCC) Agreement.

- Mr. Harris informed council that the agreement had been previously approved by the council, and the Mayor has the agreement to sign. No motion was required.

2. Lake Placid Camp and Conference Center (LPCCC) Update

- Mr. Barber commented that the town was adding a couple of additions to the grant, two lift stations and a generator.
- Mr. Harris also gave an overview of the discussions to date, which includes adding the two lift stations and a generator to the grant. In addition, noting the LPCCC has agreed to the first credit of the reduction to the loan will be for the lift stations, grantor and once all the figures are ready it will be brought before council.
- Council, Mr. Barber, Mr. Harris, and Mr. Wilson representing the LPCCC updated and discussed the progress for the LPCCC project and grants, which the town is applying for on behalf of the LPCCC.
- Mr. Wilson responded in regards to the timeline for the project, The Department of Environmental Protection (DEP) makes decisions on SRF/Grants twice a year, the project did not make the February timeline. The next meeting that DEP makes decisions is in August and due to the specified timeline on the consent order, a request for an extension would be required if additional time is needed.

C. Town Administrator

1. Caladium Festival-Car Show-5K 2021

- Mr. Williams had placed the item on the agenda, and gave an overview of the cost to the Chamber of Commerce for Police Services for the 5K.
- Mayor Holbrook, Council, Mr. Williams, Mr. Harris, and Chief Fansler discussed whether to wave the fee and that in the past there was no charge for police services for 5K races in the town.

- The estimated cost is for 3 hours.
- The 5k race is not a chamber event as noted by the Chamber Director Ms. Bush, but is an event that is through the Presbyterian Church.
- Historically the town has never charged for any 5K races.
- Mr. Williams and the Chief have the authority to make the determination for the limited number of these events.

Motion: Moved by Council Member Wilson, seconded by Council Member Royce, to approve LPPD to wave fees for non-profit 5K race events. **Roll Call Vote:** Unanimous

2. Government Center Acoustic Panel Planning

- Mr. Williams stated that the item was placed on the agenda after a council suggesting changes to the current acoustic paneling plans. In addition, that council by previous motion had approved a limit of \$10,000.
- Mayor Holbrook, Council, Mr. Williams discussed various options to beautify the current panels being built by town staff for the council chambers.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to instruct the Town Administrator to utilize the existing materials to build the panels, and council will revisit any additional expense. **Roll Call Vote:** Unanimous

3. Town Properties

- Mr. Williams informed council the request for bids has been prepared and is ready to publish. Further that the reason for the delay on publishing was to ensure it is the direction council still wanted to proceed with, adding that the last bid in 2017 from Mr. Boyd was under the \$10,000 threshold which mandates going out for bids.
- Council and Mr. Williams discussed the properties and seeking proposals for appraisal work.
- Mr. Williams stated that Mr. Compton had made an offer in regards to the current Police Station. The offer for an exchange of Mr. Compton's Main Street property plus \$100,000 for the Police Station property.
- Staff was instructed to send Mr. Compton a Thank You letter for the offer but at this time the town has not made any decision.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp, to authorize the Town Administrator to seek proposals for appraisal work the town desires. **Roll Call Vote:** Unanimous

4. Lake June HOA Debris Agreement 020921

- Mr. Williams gave an overview of the original agreement from 2017. In addition, Mr. Keefer has been tracking and has reported that the operation is losing money.
- Council, Mr. Williams and Mr. Keefer discussed the issue of bulk pickup requested by individual homeowners versus allowing debris to be placed on vacant lots and pick up. The \$3,600 in the agreement is just to break even.

Motion: Moved by Council Member Royce, seconded by Council Member Worley, to approve the Lake June HOA Debris Agreement for \$3600. **Roll Call Vote:** Unanimous

7. MAYOR/COUNCILMEMBERS (no other comments)

8. CITIZENS NOT ON AGENDA

- Mr. Wilson of the LPCCC gave additional comments in regards to the timing of the LPCCC project, stating that the LPCCC is ready to move forward, having received the permit from DEP for construction, and that there were no engineering connecting point modification that need to be made to accept the flow. Mr. Wilson indicated that with the additional items being added by the town, this has caused a delay. The next steps should be for the town to clarify the additions and what modifications are required, the SRF loan application will not be able to be submitted to DEP until the facility plan and agreement with the town is completed which should be either May or June. Any modifications that will be done that changes the numbers then the facility plan and agreement would need to be adjusted. DEP makes the decision in August.

- Mr. Barber clarified that the DEP permit is the easiest permit to obtain, the town requires a permit. Mr. Barber stated a preliminary review has been done and comments have been sent back to the LPCCC's engineer, which have not been addressed as of yet. In addition, a permit is required from Highlands County right of way. Mr. Barber's additional comments
 - Since the removal of adding a replacement force main, which would have taken longer for design, the adding of improvements to the two lift stations and a generator would not take long for the design.
 - The town is still waiting for the lift station analysis from the LPCCC's engineer. Mr. Wilson said the engineer is working on getting the numbers for the town.
- Mr. Barber, Mr. Harris and Mr. Wilson discussed the LPCCC project.
 - Mr. Harris stated that during a conference call that the LPCCC's engineer was to include the designs for the lift stations.
 - Mr. Harris pointed out that Mr. Barber has made this a requirement and thought that this has been resolved.
 - Mr. Wilson stated since the LPCCC's engineer has determined that there is no modification needed for the system to receive the LPCCC's flow.
 - Mr. Barber noted that the immediate urgency of the project is not the Town's issue, since the LPCCC has known for about 5 to 6 years of the problem in addition commented that contact was made in reference to this issue when Mr. Barber had just started working for the town.
- Council Member Royce commented for the record although he acknowledges that there have been good faith negotiations, the main reason for the delay was because the LPCCC came back to the town to ask for help to obtain some grant funding for the project. The Town agreed to assist the LPCCC.
- There was further discussion on the project and design and construction of the lift stations, which included differences in opinions between the Mr. Harris, Council and Mr. Wilson, in regards to who was responsible for the design of the lift stations.

9. ADJOURNMENT 7:28

- Mayor Holbrook, hearing no objections, declared the meeting adjourned at 7:28 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting

April 12, 2021 5:30 PM

Mayor Holbrook called this Regular meeting of the Lake Placid Town Council to order on Monday, April 12, 2021 at 5:30pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Florida Baptist Church of Placid Lakes, Pastor Taylor gave the invocation and led the Pledge of Allegiance. A quorum was present.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Charles Wilson
Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Attorney Bert Harris
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner, Melony Culpepper

1. CONSENT AGENDA 1

- A.** Approval of Agenda
- B.** Approval of Minutes Town Council Special Meeting February 22, 2021 and Regular Meeting March 8, 2021.
- C.** Approval of Departmental Financial Reports for the month of March 2021
- D.** Approval of all duly authorized monthly bills March 2021
- E.** Point & Pay front counter payments

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson to approve Consent Agenda 1 A through E. **Roll Call Vote:** Unanimous

2. CONSENT AGENDA 2 (No Agenda Items)

3. Presentations / Citizens on Agenda

- A.** Proclamation 2021-01 Designating the Town of Lake Placid A Purple Heart Town
 - Mayor Holbrook read the Proclamation, proclaiming the Town of Lake Placid A Purple Heart Town. Mayor Holbrook presented the proclamations to members of Chapter 601 of the Military Order of the Purple Heart, Chapter Commander Harry Marsh, Sr. Vice Commander, and Doug Tait Adjutant.
 - Mayor Holbrook informed council there had been a request to speak sent in prior to the meeting, in which Mr. Thompson was not in attendance. Mayor Holbrook read the request from Mr. Thompson which asked for permission from council in regards to the Heritage Foundation to park a trailer with a banner for the Heritage Festival at Devan Park to advertise. The festival to celebrate the 100th anniversary of Highlands County. Council had no objections in allowing for the request.
 - Mayor Holbrook introduced another citizen's request to speak Ms. Capodiferro.
 - Ms. Capodiferro of Paradise Village Mobile Home Park discussed the water main breaks that have occurred within Paradise Village Mobile Home Park, discussed the concerns about the water lines breaking. In addition, Ms. Capodiferro presented to council a signed petition, which was given to Town Clerk Cooper-Hapeman. Mayor Holbrook commented that a meeting take place with Mr. Williams and Mr. Barber.
 - Mr. Barber gave a history in regards to the waterlines as pertains to paradise Village, explaining that the annexation agreement that was signed which stated that

the town would take over the waterlines. The town utilities have replaced water meters in the development, but pointed out that there is only one valve for the entire park which means that if there is a leak all homes will have the water turned off until leak is fixed.

4. Public Hearing

A. Annual Capital Improvement Element (CIE) Public Hearing – LPTC.21.001

- Ms. Culpepper presented and gave an overview of the proposed Annual Capital Improvement element, for second reading and adoption.
- Ms. Culpepper read ordinance 2021-3 by title.

Motion: Moved by Council Member Sapp, seconded by Council Member Worley to approve upon second reading Ordinance 2021-3, Modifying the Five-Year Capital Improvement Schedule of The Town of Lake Placid 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for Notification. **Roll Call Vote:** Unanimous

5. Resolutions (No Agenda Items)

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Council Members (No Agenda Items or Comments)

A. Planning (No Agenda Items or Comments)

B. Town Attorney

1. Debris removal agreement with Highlands county

- Mr. Williams informed council the agreement is set to expire April 30, 2021, and suggested moving forward on a new agreement prior to Hurricane season.
- Council Member Royce stated that the county is working on a standard agreement for all three municipalities. In addition, that the county attorney is aware and is working on the agreement. Council Member Royce agreed to follow up with the County Administration on the status of the agreement.

C. Town Administrator

1. Town Properties

- Mr. Williams informed council that out of the ten contacts to obtain quotes for appraisal services for town properties there were only two respondents.
- Mayor Holbrook, Council and Mr. Williams discussed the quotes from Mr. Boyd and Polk Appraisal Services Inc, which Mr. Boyd's quote was less.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson, to contract with Mr. Boyd for the town property appraisals. **Roll Call Vote:** Unanimous

2. Acoustic Panels

- Mr. Williams stated that the item was placed on the agenda after a council suggested changes to the current acoustic paneling plans. Mr. Williams included in the agenda packet the estimate to add pictures to the acoustic panels.
- Mayor Holbrook, Council, and Mr. Williams discussed various options. Council consensus was not to spend the extra cost to add pictures to the panels at this time, but to continue as planned.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to authorize continuing the construction of the panels up to \$10,000. **Roll Call Vote:** Unanimous

3. Vacation of Easement Placid Lakes

- Mr. Williams informed council that the request to vacate is not within the town limits or the towns growth plan, but under the advisement of Mr. Harris to place the item on the agenda.

Motion: Moved by Council Member Royce, seconded by Council Member Worley, to approve the Town Administrator respond council does not have any comment on the request. **Roll Call Vote:** Unanimous

7. MAYOR/COUNCILMEMBERS

- Council Member Royce in regards to the recent news, that Chief Fansler is taking every opportunity for training to happen for all police officers and that citizens are treated fairly.
- Council Member Worly complimented how well the town is looking, pointing out that beautification maintenance has been stepped up. Council Member Worley pointed out that the dirt coming off RCMA is still on going even though letters had been sent, and would like to see the issue taken care of. Council Member Royce in regards to beautification in the town, gave credit to Mr. William, Mr. Durban, staff and Sheriff Blackmens Work crews.
- Mr. Barber reported that there had been an issue with cycle one town billing due to the reading of the meters which caused the bills to go out late by 20 days. Mr. Barber stated that this issue has brought to the forefront the need to update the towns technologies to move towards electronic reading of meters in the future and would bring back to council quotes.
- Mr. Williams gave an update on some of the projects that are being worked on, Waldorf Aliff sidewalk design is done, in addition one of the roads behind RCMA will be closed off, Lake Drive East side walk is completed going over the rail tracks, there is an active Request For Proposal for Town Banking Services, and that letters were personally delivered to the local banks within Lake Placid, staff has cleaned the carpet in the community room, and the community room is now set up to allow for zoom meetings to take place.
- Chief Fansler informed council that Officer Mullins won an award from Congressman Steube, in addition, Officer Mullins is the only "Child Safety" certified officer within the county.

8. CITIZENS NOT ON AGENDA (there were no comments)

9. ADJOURNMENT 7:28

- Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:30 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk