

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting Agenda
January 10, 2022 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, January 10, 2022 at 5:43 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida, following the Town of Lake Placid Community Redevelopment Agency (CRA) Meeting. A quorum was present.

Present

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

Absent

Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner Leah Sauls
Town Planner Melony Culpepper

1. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes, Town Council Regular meeting December 13, 2021.
- C. Approval of Departmental Financial Reports for the month of December 2021
- D. Approval of all duly authorized monthly bills December 2021 less Royce supply

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

2. CONSENT AGENDA 2

- A. **Approval of all duly authorized monthly bills December 2021 Royce supply**

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

3. PRESENTATIONS / CITIZENS ON AGENDA

- A. **Request to Speak-Carmelo Garcia Project Welcome Home (Not Present)**
- B. **Request to Speak – American Legion appealing denial of Sign permit.**

- The American Legion appealed the proposed sign which was denied by the towns planners as the sign did not meet the town sign code. The American Legion requested a variance for the sign.
- Council Member Royce commented the sign is very close to the original sign, the only difference is the sign is electronic. In addition, the sign presented would not be a rolling electronic sign.

- Mayor Holbrook stated that he was in support of the American Legion and recommend that council to approve the sign.

Motion: Moved by Council Member Wilson, seconded by Council Member Worley to approve the variance for the American Legion Electronic sign as proposed. **Roll Call Vote:** Unanimous

4. PUBLIC HEARING

A. Drinking Water State Revolving Loan Facility Plan, Loan Application and Resolution 2022-01.

- Mr. Alday requested approval for the proposed Lake Placid Camp and Conference Center (LPCCC) Drinking Water State Revolving Loan, Facility Plan, Loan Application and Resolution 2022-01, including approving for the Mayor to sign the documents. Mr. Alday reviewed the documents as presented.
- Mr. Barber was comfortable with the facility plan as presented, but stated if FDEP requires an asset management plan that the LPCCC will be responsible for the development of the plan as part of the grant application.
- Mayor Holbrook read by title Resolution 2022-01.
- Mayor Holbrook, Council, Mr. Barber, and Mr. Alday discussed the grant application, and agreements with the LPCCC. Mr. Alday commented that the utility agreement has been sent to FDEP in the past, but also recommended that the town think about a Bulk Service Agreement with the LPCCC for a surcharge, serviced availability charge that covers the cost of the entire loan.
- Council Member Royce emphasized the reason for the motion to add the language “or by agreement” is to address the issues in later agreements as deemed by the towns legal counsel.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve resolution 2022-01 with the Mayors signature after final legal review, with a change to section 4 of the resolution adding at the end of the first sentence “or by agreement”. **Roll Call Vote:** Unanimous

B. Second Reading Ordinance 2022-1 Annual Capital Improvement Element (CIE) – LPTC.22.001

- Mayor Holbrook read by title Ordinance 2022-1 on second reading

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to approve and adopt Ordinance 2022-1 on second reading. **Roll Call Vote:** Unanimous

C. Ordinance 2022-04 Restating and Amending Ordinance 2022-10 Authorizing the sale and conveyance of Pugh sewer plant

- Mayor Holbrook read by title Ordinance 2022-04 on first reading.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve on first reading Ordinance 2022-04. **Roll Call Vote:** Unanimous

5. RESOLUTIONS

A. Resolution 2022-02 Election Canvassing Board and Election Information

- Ms. Cooper-Hapeman presented the resolution naming Mr. Williams as an alternate to the canvassing in the event either Council Member Royce, Council Member Wilson or Ms. Cooper-Hapeman are unable to attend. In addition, commented that Council Member Worley, Council Member Sapp and Mayor Holbrook terms are up for election.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to approve Resolution 2022-02. **Roll Call Vote:** Unanimous

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

A. Council Members (No Agenda Items)

1. Town properties planning (No Discussions)

B. Planning (No Agenda Items)

C. Town Attorney (No Agenda Items)

D. Town Administrator

1. RFP – External Audit Services

- Mr. Williams informed council that one response to the RFP for external audit services was submitted by our current auditors Maulden Jenkins. As previously requested by council a \$500 penalty on audit deadline is not met was included in the RFP.
- Staff recommendation to approve Maulden Jenkins as the external audit services for the town and informed council there is no change to the cost for the audit.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to approve Maulden Jenkins for the Towns external audit services. **Roll Call** Unanimous

2. Code Enforcement Accumulation of Fines and Foreclosure

- Mr. Williams and Chief Fansler presented two properties in that are in the town that are derelict with accumulated enforcement fines.
- Mayor Holbrook, Council, Mr. Williams and Chief Fansler discussed the issues with the properties and what can be done. Council was in consensus that staff explore options and have the town attorney look into the matter.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to forward to the town attorney for the next meeting with legal options. **Roll Call** Unanimous

3. Government Center Council Chamber Benches Informal offer to purchase Mr. Williams requested council preference in regards to the benches there has been in informal offer. Currently stored at the town barn after the old town hall had been sold.

- Mayor Holbrook, Council, and Mr. Williams discussed how council would like to proceed in regards either selling or donating the benches. Council was in consensus for Mr. Williams to determine how to surplus the benches.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve a surplus declaration for the benches in storage. **Roll Call Vote:** Unanimous

7. MAYOR/COUNCILMEMBERS (No Comments)

8. CITIZENS NOT ON AGENDA (No Comments)

9. ADJOURNMENT 6:59

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6.59 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting Agenda
February 14, 2022 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, February 14, 2022 at 5:30 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Pastor Severance of the 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 Greg Sapp

Absent

Council Member Charles Wilson

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Town Planner Leah Sauls
Town Planner Melony Culpepper
Guardian CRM, Corbett Alday
Highlands County Project Manager, Bob Diefendorf

1. CONSENT AGENDA 1

- A. Approval of Agenda**
- B. Approval of Minutes, Town Council Regular meeting January 10, 2022.**
- C. Approval of Departmental Financial Reports for the month of January 2022**
- D. Approval of all duly authorized monthly bills January 2022 less Royce supply**

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

2. CONSENT AGENDA 2

- A. Approval of all duly authorized monthly bills January 2022 Royce supply**

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

3. PRESENTATIONS / CITIZENS ON AGENDA

- Pastor Severance spoke as a concerned citizen in regards to the lack of a continuation of a sidewalk along Heartland Blvd to Tangerine and encouraged council to take constructing a sidewalk on as a project.
- Mayor Holbrook, Council, Pastor Severance and Ms. Culpepper discussed the various obstacles that preclude the town from continuing the sidewalk as a town project.

- The sidewalk was part of a previous development for the area, as part of the Planned Development agreement the developer was responsible for constructing the sidewalk and was part of the property, the development was never completed. The partial sidewalk was built as part of that previous Panned Development agreement.
- Heartland Blvd is a county road and not a town road. In addition, there is not enough public right of way to continue the sidewalk, the property owner would need to either agree to donate it or sell it to the county.
- Recommendation for Pastor Severance to contact Commissioner Tuck, the representative for the Lake Placid area in regards to completing the sidewalk.
- Council Member Royce agreed to speak with the county engineer about the issue.

4. Grants

A. FDEP Septic to Sewer Grant Application Materials for Lake Placid Camp and Conference Center (LPCCC) Improvements.

- Mr. Alday presented one of four grant applications for the septic to sewer project for the LPCCC. The presented grant application is to ensure there will be enough funds for upsizing the force main, and lift station if deemed necessary.
- Mayor Holbrook, Council, Mr. Harris, Mr. Barber, and Mr. Alday discussed the grant application.
 - The presented grant application is not part of the \$40 million grant that the town had been awarded by FDEP.
 - Both Mr. Harris and Mr. Alday confirmed that the LPCCC has verbally agreed that the LPCCC will give the town the easement necessary for the lift station as required by the grant.
 - Mr. Barber responded to questions on the size of the force main and was comfortable with a six-inch main that may be upsized to an eight-inch if needed.
 - Mr. Harris reported that DEP in regards to the town obtained grant of \$40 million, has indicated that the timeline will not change and the town should give its best estimate in regards to line size. The town should not wait on the master plan to move forward.

Motion: Moved by Council Member Sapp, seconded by Council Member Worley to approve the grant agreement subject to upgrade of the line, upgrade of the master lift station, and possibly adding a repumping station along the line. To also approve the Mayor to sign the agreement if satisfied that the corrections in the language have been done, and that town staff is also comfortable with the changes. **Roll Call Vote:** Unanimous

B. 2019-20 CDBG Grant – Pipe Bursting Project

- Mr. Alday presented a work order for the town's pipe bursting project.
- Mayor Holbrook, Council, Mr. Harris, and Mr. Alday discussed the fees to be paid for the work that has been done by Guardian CRM Inc, for the grant application. The fees paid to Mr. Alday, Guardian CRM Inc. count as part of the town's required match for the grant. In addition, Mr. Barber gave an overview of the project and indicated that the plans are going to change and the size of the main will need to be downsized.
 - The project is shovel-ready.
 - The release of funds will happen after the environmental review.
 - The only issue may be the cost once the BIDs are obtained.
 - The current estimated cost for the current work that has been done by Mr. Alday is about \$15,000 to \$20,000.

- Concerns expressed that Mr. Alday does not have a defined schedule for payments. Mr. Alday stated that approximately \$45,000 over a 24-month would be a schedule of payments. The wording in the work order can be added that sets the schedule of payments.
- If the project goes over budget the town would determine whether to move forward and payout of the utility's capital improvement funds or the grant scope could be changed if necessary. Mr. Barber stated the project is needed to replace the old lines.
- Question status of the project: A quarterly status report is done every three months and submitted to Mr. Barber and could also be shared with the council.

Motion: Moved by Council Member Sapp, seconded by Council Member Worley to approve the work order as amended by Mr. Alday's suggestion and upon agreement of the Mayor of the amended changes. **Roll Call Vote:** Unanimous

5. PUBLIC HEARINGS

A. Ordinance 2022-04 Restating and Amending Ordinance 2022-10 Authorizing the sale and conveyance of Pugh sewer plant

- Mayor Holbrook read by title Ordinance 2022-04 on second reading.
- Mayor Holbrook, Council, Mr. Harris, and Mr. Barber discussed the Pugh sewer plant and how council would care to proceed.
 - The selling of the plant in relation to the \$40 million grant the town received, the town could move forward with selling the property but include some stipulations, to set aside part of the property for a town lift station.
 - The advertising for BIDS could move forward but would include legal and staff to include appropriate conditions that may be needed as part of a sale of the property.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp to approve and adopt on second reading Ordinance 2022-04. **Roll Call Vote:** Yes- Worley, Royce, Abstain- Sapp the proper paperwork was given to the clerk. **Motion Carried.**

6. RESOLUTIONS (No Agenda Items)

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

A. Council Members

1. Town properties planning (No Discussions)

B. Planning

1. Architectural Standards Variance Process

- Ms. Culpepper informed council that currently, the town code does not have a variance process in place in regards to the architectural standard and if the council would like the planners could work on a process to present to the council.
- Mayor Holbrook, Council, Mr. Harris, and Ms. Culpepper discussed the town's Architectural Standards and lack of process in regards to variance requests.
 - The county does have a process that is in place that allows for requests for variances, but outside of the Greater Lake Placid area, the county does not have Architectural Standards. If the town revises the Architectural Standards for the Greater Lake Placid area, the county would also adopt the revised standards.
 - Recommendation to establish a process and also to take a look at the Architectural Standards at the same time.

- In regards to changes that may be considered by council are various different materials and new technologies, for example, metals that look like brick or stucco.
- Recommendation to proceed moving forward to develop a variances process to add to the town code first, which would take a minimum of four months through the ordinance process, and includes going to the Local Planning Agency first. In addition to also work on the Architectural Standards separately.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp to instruct planning staff to come back to the Town Council at the earliest possible date with recommendations on how to address the issue. **Roll Call Vote:** Unanimous

2. Dollar General Utilities Extension Discussion

- Ms. Culpepper explained that there is a proposed Dollar General to be located on US 27 and Lake Henry Drive. The project will be required to go through the town's Planned Development (PD) process. The developer has been told what would be required as part of PD, water, and wastewater connection to the town's system. A representative was present to discuss the requirement and to gauge how the council may look at the requirement as the project moves through the PD process.
- Mayor Holbrook, Council, Mr. Harris, Mr. Barber, Ms. Culpepper, and Mr. Connor Development Manager of the Palmetto Capital group discussed the project and the requirements of the town. Mr. Conner commented on costs to the developer that would incur to run the water/wastewater line the town requires, as the project site is some distance away. Other discussions included the architectural design and pictures of other Dollar Generals were shown.
 - Council Member Worley recommended the developer look into economic development grants that may be available, depending on the number of jobs that are created.
 - Council Member Royce indicated that it would be difficult for him to approve the project without the connection to the town's system, and stated that as part of the PD process the developer could have council consider a pioneering agreement.
 - Mr. Conner commented that the cost for water tanks would be approximately \$80,000, which would be less than running the lines.
 - Mr. Barber stated that the line would be a six-inch main and recommended the developer take another look at the costs.
 - Recommendation for the developer to obtain exact costs for the lines.
 - Recommendation for the developer to consider the type of paint that is used, the Dollar General located on Twitty Road across from Lake Josephine Drive on long US Highway 27 which is only seven years old and does not look good.
 - Mr. Conner agreed to take a look at the costs associated with installing the water/wastewater lines and also the type of paint used.

C. Town Attorney

1. Highlands County Interlocal Agreement for Recycling Site

- Mr. Deifendorf of the Highlands County Engineering Department was present for any comments or questions from council.
- Mayor Holbrook, Council, Mr. Harris, Mr. Keefer, and Mr. Deifendorf discussed the Highlands County recycling site to be located in the town.
 - The Town of Lake Placid site will be the first of the three municipalities to get up and running.
 - The site will be staffed by the county.

- There will be adequate signage to instruct the public to not leave items outside the recycling site, and cameras can be installed at the site.
- Section 2.d. of the agreement was discussed in regards to the town being responsible to pick up any rejected items, non-recyclable items that may be brought to the recycling site. Council to take a wait-and-see approach to see if this would be a problem for the town in the future and if so the terms of the agreement could be addressed again at a later time if necessary.
- The site has been a temporary storage area by the town such as debris pickups and asphalt. Council discussed and instructed staff to look for another area.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve the agreement with the modification changing the language “city” to “town”. **Roll Call Vote:** Unanimous

D. Town Administrator

1. Joe Barber, Utility Director/Town Engineer

- Mr. Barber requested that the salary range be raised from the 60,000 to 80,000 range up to \$90,000 with a truck as well.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp to approve the budget amendment. **Roll Call** Unanimous

2. LPPD Request to Adjust Officers Salary

Motion: Moved by Council Member Sapp, seconded by Council Member Royce to approve to increase the salary to the requested amount. **Roll Call** Unanimous

8. MAYOR/COUNCILMEMBERS

- **Council Member Royce requested staff to do the following:**

- Invite the new Highlands County Emergency Service Director to the next council meeting for an introduction, discuss and update council the proposed EMS, and new fire station for Lake Placid.
- Contact the Highlands County Engineer to look at the intersection of Dal Hall Blvd and North Main, in regards to a crosswalk, more signage, or possibly a three-way stop sign.
- Reach out to FDOT to obtain information for any future road work along highway 27.

- **Mr. Harris presented the completed survey for the old town hall.**

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve the survey and authorize the Mayor to sign closing documents for the old town hall. **Roll Call** Unanimous

9. CITIZENS NOT ON AGENDA (No Comments)

10. ADJOURNMENT 7:44

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 7:44 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting Agenda
March 14, 2022 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council (following the Lake Placid CRA special meeting) to order on Monday, March 14, 2022 at 5:44 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Pastor Norris of the Lake Placid Trinity Lutheran 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
Town Clerk Eva Cooper-Hapeman
Utility Director Joe Barber
Public Works Director Alan Keefer
Chief James Fansler
Randy Vosburg, Highlands County Administrator
Chief Stearns, Highlands County Emergency Management
Leah Sauls, Highlands County Development Services Director

1. CONSENT AGENDA 1

- A. Approval of Agenda**
- B. Approval of Minutes, Town Council Regular meeting February 14, 2022.**
- C. Approval of Departmental Financial Reports for the month of February 2022**
- D. Approval of all duly authorized monthly bills February 2022**

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

2. CONSENT AGENDA 2 (No Agenda Items)

3. PRESENTATIONS/REQUEST TO SPEAK / CITIZENS ON AGENDA

A. Highlands county fire Chief Stearns – Lake Placid Station 36 progress.

- Chief Stearns presented an update on the progress for the Lake Placid Fire Station 36. The station is currently in the design phase, and then a cost analysis will be done.
- Mayor Holbrook, Council, Chief Stearns and Mr. Vosburg discussed the various issues that are affecting the cost of the Lake Placid Fire Station.
 - The facility is a combination of station 36 and 37 which makes the facility larger than the other stations in the county.
 - The estimated cost for the site work is \$1 million, which does not include the traffic light nor the towns frontage road.
 - The increase in the estimated costs for the facility is due to various factors, such as building costs have significantly increased, the traffic light, frontage

road and design of the building that the county had agreed too, meeting the towns regulations.

- County staff is working on ways to lower the costs for the new Lake Placid fire station construction.
- Council discussion included wanting to see the station move forward with land clearing and environmental studies for the site. The new station will serve approximately fifty percent of the county as Avon Park and Sebring have municipal fire departments.

B. Introduction of new Utilities Director

- Mr. McCarthy was introduced as the new Utilities Director.

C. Miracle League for Highlands County

- Ms. Bass representing the Miracle League for Highlands County and board members were in attendance. Ms. Bass gave an update for the council informing council that the league will begin a new season beginning October 1, 2022. In addition, the Miracle League is in the process of raising funds for coverings for over the bench areas and have received some donations. Mr. Brantley informed council that he is working on getting prices for a 30 x 45 ft area to cover.
- Mayor Holbrook, Council, Mr. Williams, and Ms. Bass discussed the Miracle league, and that the town is looking at installing a sidewalk that would lead to the restrooms.

D. Bill Brantley – Tourist Development Agency Formation of Separate District Proposal.

- Mr. Brantley addressed the council in regards to the Highlands County Tourist Development Commission in relations to the disparity of the tourist tax being utilized to assist with events in Lake Placid. Mr. Brantley expressed to council his frustration while on the TDC board detailing out that most of the tourist tax is directed towards Sebring events, and does not provide money in support for town events. In addition, Mr. Brantley presented a previous TDC breakdown of distribution of funds.
- Mayor Holbrook, Council, Mr. Brantley and Ms. Sauls discussed the issue presented to the council by Mr. Brantley. Ms. Sauls pointed out that there were events that were held in Lake Placid, but Mr. Brantley added that although the events were in Lake Placid zip code, the events were closer to Sebring which directed attendees of the events towards Sebring in regards to restaurants, and hotels. Further discussion on whether to approach the Board of County Commission to request that a portion of the Tourist Development funds be allowed to be part of a special district in Lake Placid. Additional discussion that an alternative to approaching the county commission would be to ensure that there is Lake Placid representation on the TDC board. Council Member Wilson stated that he would be willing to request consideration to serve on the TDC board.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve Council Member Wilson to be considered by the Highlands County Board of the County Commission to serve on the Highlands County Tourist Development Commission.

Roll Call Vote: Unanimous

E. Lake Placid Public Works Director Alan Keefer – Sanitation Carts roll out.

- Mayor Holbrook, Council, Mr. Williams, and Mr. Keefer discussed and answered questions in regards to the new sanitation carts (garbage cans) and distribution of the cans.
 - Mr. Keefer is working on plans to assist residents on how to dispose of their old garbage cans.
 - There is a shortage of commercial cans to distribute due to Avon Park is now wanting for the town to pay for the remaining cans that originally, they were going to provide to the town at no cost.
 - Residents would be able to purchase another can for \$70, but the additional can would be owned by the town.

4. Grants (No Agenda Items)

5. PUBLIC HEARINGS (No Agenda Items)

6. RESOLUTIONS (Under 7.D.2)

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

A. Council Members (No Agenda Items)

B. Planning (No Agenda Items)

C. Town Attorney (No Agenda Items)

D. Town Administrator

1. Announcement of changes in town staff structure and benefits

A. Organization Chart

- Mr. Williams presented changes to the organization chart in order to accommodate the needs of Engineering involvement in the administration of the FDEP grant. In addition, the change of the title for the engineer position is Assistant Town Administrator/Engineer because Mr. Barber would be overseeing the utilities director, the title change is so that there is not one title of director over another director.

B. Benefits for key personnel Utilities

- Mr. Williams gave an overview for the changes presented, informing council that due to two utility operators leaving the changes were necessary for the running of the Utilities. Mr. Barber and Mr. McCarthy requested to expedite the hiring of two additional personnel and to increase the pay of a current employee. Mr. Barber and Mr. McCarthy had looked at the cost of subcontracting out to Pugh Utilities but determined that it would not be cost effective to the Utilities.

Motion: Moved by Council Member Royce, seconded by Council Member Worley to approve the Town Administrator to bring back to council a budget amendment that reflects the changes presented. **Roll Call Vote:** Unanimous

2. 2022-03 ADA Transition and Self Study

- Mr. Williams presented the resolution and the self-study to council, reporting that the last ADA study was done in 2018.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to approve Resolution 2022-03 American with Disabilities Act. **Roll Call Vote:** Unanimous

8. MAYOR/COUNCILMEMBERS

- Council Member Royce commented on the traffic issue on Dal Hall Blvd and South Main, thanking Mr. Williams for sending a letter requesting the county take a look at the issue, and recommended that the town continue reach out to the county to address the issue at that location.
- Mayor Holbrook issued a proclamation, proclaiming April 2022 as Donate Life Month.

9. CITIZENS NOT ON AGENDA (No Comments)

10. ADJOURNMENT 8:09

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 8:09 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting Agenda
April 11, 2022 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, April 11, 2022 at 5:32 pm 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.

Town Clerk Eva Cooper-Hapeman administered the Oath of Office to John M. Holbrook, as Mayor who ran unopposed, Greg Sapp, and Nell Hays as Council Members for the Town of Lake Placid elected on April 5, 2022.

Present

Mayor John Holbrook
Council Member Ray Royce
Council Member Charles Wilson
Council Member Greg Sapp
Council Member Nell Frewin-Hays

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper-Hapeman
Town Attorney Bert Harris
Finance Director Rachel Osborne
Town Engineer Joe Barber
Utilities Director Kevin McCarthy
Public Works Director Alan Keefer
Chief James Fansler
Melony Culpepper AICP, Planning and Zoning Manger, Town Planner
Leah Sauls, Highlands County Development Services Director, Town Planner
Rocco Mazza, Planning and Zoning, Town Planner

1. CONSENT AGENDA 1

- A. Approval of Agenda**
- B. Approval of Minutes, Town Council Regular meeting March 14, 2022.**
- C. Approval of Departmental Financial Reports for the month of March 2022**
- D. Approval of all duly authorized monthly bills less Royce Supply March 2022**

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

2. CONSENT AGENDA 2

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

Motion: Moved by Council Member Wilson, seconded by Council Member Sapp to approve Consent Agenda 2.A. **Roll Call Vote:** Yes- Wilson, Sapp, Hays, Abstain-Royce the proper paperwork was given to the clerk. **Motion Carried.**

3. PRESENTATIONS/REQUEST TO SPEAK / CITIZENS ON AGENDA

4. Grants (No Agenda Items)

5. PUBLIC HEARINGS (No Agenda Items)

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

A. Council Members

1. The agenda items were placed on the agenda by Council Member Royce to ensure that the council continues to discuss the issues. Council Member Royce and the council discussed each item.
 - **Lake Placid area US 27 transportation planning (*may want to authorize a letter on this one to FDOT & HRTPO*).**
 - Council Member Royce stated that this item would be the only item that is put before the council to consider. In addition, FDOT should notify the council to allow the town to weigh in on what is planned for the area, such as stoplights and road construction.

Motion: Moved by Council Member Royce, seconded by Council Member Sapp to authorize the Town Attorney to write a letter to the Florida Department of Transportation, to send a copy to the County Commission and the HRTPO requesting that the town be included in all plans in regards to the US Highway 27 transportation planning within our area which includes the area just south of where the current road work is being done and down to SR 70. **Roll Call Vote:** Unanimous

- The Town Council discussed each item. Council Member Royce stated that all the items have been presented to ensure that the town and council remain informed.
- **Dal Hall & North Main intersection.**
 - The county is working on some long-term options for the area, both roads are county roads.
- **St. Johns realignment & easement access**
 - Due to the unique angle of the road, FDOT has indicated some concern about placing a traffic light at that location.
- **Tourism investment & budgeting.**
 - Council recommended that the council have discussions during the next budget cycle about tourism and if the town wants to fund it. The other cities in Highlands County invest in events utilizing CRA funds, the Town of Lake Placid CRA is not structured that way, and is set up for funding to go towards infrastructure projects.
- **Downtown parking policy and potential fund.**
 - The issue pertains to parking within the downtown area, as shown on the issue of Dal Hall and North Main. The council to take a look at possible ways to handle the parking issues in downtown Lake Placid.
- **Industrial/business park planning**
 - Council to discuss the planning of industrial / business parks in the future.
- **Dead citrus trees behind Duke substation (figure out who owns it and see if they can remove them)**
 - Council Member Wilson will contact the owners of the property to address the dead citrus trees.

Planning

1. **Resolution 2022-04- Journal Plaza Addition Landscaping Waiver-LPSP.21.003**
 - Ms. Culpepper presented the request for a landscaping waiver as part of the new building project at the Journal Plaza.
 - Mayor Holbrook, Council, Mr. Williams, Mr. Harris, Mr. Leblanc, and Ms. Culpepper discussed the request and other issues in regards to the Journal plaza alleyway, loading zone, and parking.

Motion: Moved by Council Member Sapp, seconded by Council Member Royce to Approve Resolution 2022-04. **Roll Call Vote:** Unanimous

2. Downtown Residential/Commercial Zoning Regulations

- Ms. Culpepper presented an interpretation of the current code in regards to living and working in the same building, and asked if the council wanted to make any changes. Council was in consensus to ask the town attorney and staff to address changes to the current code.
- Mr. Barber requested clarification with the previous agenda item Journal Plaza about the loading and unloading of trucks so that Mr. LeBlanc's project is not delayed.
- Mayor Holbrook, Council, Mr. Barber, and Mr. LeBlanc discussed the problems with the alleyway and included some possible solutions.
 - Mr. Noel representing Wet dog restaurant noted that the alleyway is currently being used but it is difficult due to a palm tree causing some obstruction. Ms. Smoak representing the Blueberry patched also noted that trucks that deliver in front are done quickly and have not had any issues.
- Council consensus to allow the Journal Plaza to move forward and to remove the Palm tree from the alleyway.

C. Town Attorney (No Agenda Items)

D. Town Administrator

1. Request from Chamber of Commerce to waive fees for Caladium Festival and Car Show.

- Mayor Holbrook, Council, Mr. Williams, and Ms. Bush representative of the Town of Lake Placid Chamber of Commerce discussed the fees. Ms. Bush explained that the Chamber was not looking for a waiver of the garbage fee, but only a refund of the alcohol fee.

Motion: Moved by Council Member Sapp, seconded by Council Member Hays to approve waiving park fees.

- Discussion included waiving all fees for the Caladium Festival and Car Show. Council Member Royce recommended that staff reach out to the county to have the town tipping fee waived for this event.

Amended Motion: Moved by Council Member Sapp, seconded by Council Member Hays to approve waiving all town fees for the Caladium Festival and Car Show. **Roll Call Vote:** Unanimous

2. 2022-04-11 Septic and Sewer Project Update

- Mr. Barber presented an update to the large septic to sewer project which includes a new wastewater plant. In addition, presented scenarios on the size and type of plant for the council to consider.
- Mayor Holbrook, Council, Mr. Barber, and Mr. Harris discussed the project, along with questions about the cost of the new plant as prices have increased substantially. In addition, Mr. Harris recommended that a special meeting be held in two weeks to allow for Mr. Barber to obtain from the engineers a cost projection for the project.

Motion: Moved by Council Member Sapp, seconded by Council Member Hays to set a Town Council special meeting on Thursday, April 28, 2022. **Roll Call Vote:** Unanimous

3. Government Center Generator Update

- Mr. Williams presented an updated quote to obtain a generator for the Government Center, adding there was an increase of approximately \$36,000 from the quote obtained in 2020. Mr. Williams commented that the purchase of the generator may fall under the American Rescue Plan Act (ARPA) in which the town has qualified for 1.2 million, which is required to be spent by 2024. ARPA funds may be used for various projects. Mr. Williams has been working on getting some definitive answers on what types of projects would be eligible and had spoken to one person that said that the generator could fall under the ARPA eligibility.
- Council Member Royce commented that since the county has been working with a consultant in regards to ARPA funds that Ms. Sauls could check into the matter to see if a generator could be eligible for the funding. Ms. Sauls agreed to check.
- Council consensus to include ARPA on the upcoming special meeting agenda.

7. MAYOR/COUNCILMEMBERS

8. CITIZENS NOT ON AGENDA (No Comments)

9. ADJOURNMENT 7:23 pm

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 7:23 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Special Meeting Agenda
April 29, 2022 5:30 PM

Mayor Holbrook called this special meeting of the Lake Placid Town Council to order on Monday, April 29, 2022 at 3:01 pm 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 Charles Wilson
Council Member Nell Frewin-Hays

Absent

Council Member Greg Sapp

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper-Hapeman
Town Attorney Bert Harris
Town Engineer Joe Barber
Utilities Director Kevin McCarthy
Public Works Director Alan Keefer
Chief James Fansler

1. Determination of the type, size, and location of a new wastewater treatment plant to be constructed for the Lake Placid area.

- Mr. Barber presented information in regards to the \$40 million FDEP grant, and items for council to consider in order to move forward. Mr. Barber included various scenarios to identify the specific areas (lakes) that would be best to focus on due to the higher-than-expected costs of the project. Utilizing a spreadsheet Mr. Barber presented various scenarios for council to consider in regards to which geographical areas the project should focus on.
- Mayor Holbrook, Council, Mr. Barber and Mr. Harris discussed the design options for a new wastewater plant, which included technical and engineering options. The town utilized the towns approved consultants' catalog for the project.
 - Consideration for the plant capacity should include town residents and lake front properties, but should not include capacity for any new development.
 - Mr. Barber and Mr. Harris recommended to council to approve a million-gallon capacity Plant.
 - Council to consider the details within the resolution for the grant to move forward.

Motion: Moved by Council Member Royce, seconded by Council Member Hays to move forward with building plans for a million-gallon capacity oxidation ditch on the existing site.

Roll Call Vote: Unanimous

- Additional discussion included:
 - The use of low-pressure sewer versus gravity lines. Engineering design and cost. Due to the elevation of properties along the lakes, gravity lines are more expensive.

- The town would maintain only up to the property line, the homeowner would maintain from that point on.
- State Law addresses the requirements when a homeowner is required to hookup to an existing sewer line, in the event homeowner's septic system fails the homeowner is then required to hook-up to the Waste Water System.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to authorize and direct towns staff to rank and recommend an engineering firm within the Town's catalog of previously approved engineers under the towns recent solicitation under the Consultant's Competitive Negotiations Act to design and prepare bid documents for the construction of a one million gallon oxidation ditch wastewater treatment plant; and to present to Town Council the appropriate contracts with the recommended engineering firms. **Roll Call Vote:** Unanimous

- Exclude Sun N Lakes and Highway Park as grant projects.
- The Engineers have already been paid for the scenarios presented.
- There could be multiple firms or one to design the projects.

Motion: Moved by Council Member Royce, seconded by Council Member Hays to allow staff to approach the 6 of the 7 listed projects to be designed as a low-pressure collection system with the same process as the plant for the collection system to the property boundary, to include the SR29 plant closure with lift station, Tomoka closure and lines.

Motion Withdrawn

Motion: Moved by Council Member Royce, seconded by Council Member Hays to instruct staff to move forward with the selection of an engineer firm or firms to design work and construction BID process for the nine projects highlighted in yellow on the sheet provided to council. **Roll Call Vote:** Unanimous

- Ms. Fentress recommended the town approach South Florida Water Management District (SFWMD) for additional funding.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to direct staff to amend the town utility code to limit town maintenance obligations to the property line for the projects. **Roll Call Vote:** Unanimous

2. Resolution 2022-06 The FDEP Wastewater Grant And Directing Certain Design, Construction, And Operational Issues Regarding The Wastewater System.

- Mr. Harris reviewed Article 4 and Article 5 of the resolution.
- Mr. Harris recommended based on the discussion that both the resolution and the DEP agreement be brought back to council for consideration. In addition, recommended that the Highlands County Commission be informed of the projects, in regards to any planned road paving to ensure that the roads are not torn up during the sewer line installations for the projects.
- Council Member Royce commented that the new waste water plant can be done on the current foot print, but for future planning there is property adjacent to the plant.
- Mr. Harris discussed the adjacent property to the waste water plant; the owners of the property would not offer the property to the town but would consider an offer.

Motion: Moved by Council Member Royce, seconded by Council Member Hays to authorize staff to negotiate the purchase of the 12.5-acre property up to \$300,000. **Roll Call Vote:** Unanimous

3. All issues, matters and ordinances regarding the Lake Placid Regional Utilities wastewater collection and treatment system. (all discussed under agenda items 1 and 2)

4. American Rescue Plan Act Grant Program (ARPA) prioritization

- Mr. Williams presented for council consideration staff recommendations to utilize ARPA funds.
- Council Member Royce recommended moving forward with the generator project.
- Mr. Williams also commented that all departments recommended that the garbage truck be a top recommendation. Council Member Royce expressed concern that as the town moves to more automation that it may impact the level of service by the town and was not in favor.
- Council Member Royce recommended to wait on other water main projects, until the pipe bursting on Interlake Blvd project moves forward in the event additional funds are needed. Mr. Barber reported that the town is waiting on the environmental review for the project. In addition, in regards to Tomoka Heights the town has not been able to obtain grant funds because the development is not within Town limits and is not a low to moderate income area in order to be eligible for grant funds.

Motion: Moved by Council Member Royce, seconded by Council Member Wilson to move forward with the generator project. **Roll Call Vote:** Unanimous

5. CITIZENS NOT ON AGENDA (no comments)

6. ADJOURNMENT 4.44 pm

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 4:44 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk

MINUTES
LAKE PLACID TOWN COUNCIL
Regular Meeting Agenda
May 9, 2022 5:30 PM

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, May 9, 2022 at 5:32 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida. Pastor Bill Cole from the 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 Charles Wilson
Council Member Greg Sapp
Council Member Nell Frewin-Hays

Others Present

Town Administrator Phil Williams
Town Clerk Eva Cooper-Hapeman
Town Attorney Bert Harris
Finance Director Rachel Osborne
Town Engineer Joe Barber
Utilities Director Kevin McCarthy
Public Works Director Alan Keefer
Chief James Fansler

1. SELECTION OF VICE MAYOR AND LAKE PLACID REGIONAL UTILITIES COMMISSION COUNCIL LIAISON.

Motion: Moved by Council Member Wilson, seconded by Council Member Hays to approve selection of Council Member Ray Royce as Vice Mayor and Council Member Sapp as Lake Placid Regional Utilities Commission as Council Liaison. **Roll Call Vote:** Yes- Wilson, Hays, Royce, No-Sapp **Motion Carried**

- Council Member Sapp explained the reason for voting no was not a reflection of Council Member Royce's appointment as Vice Mayor, rather was his appointment as Council liaison to the Regional Utilities Commission.

2. CONSENT AGENDA 1

- A. Approval of Agenda**
- B. Approval of Minutes, Town Council Regular meeting April 11, 2022.**
- C. Approval of Departmental Financial Reports for the month of April 2022**
- D. Approval of all duly authorized monthly bills April 2022**
- E. Approval of Florida Department of Transportation Lighting Agreement**
- F. Approval of Lake Placid Jaycees Alcohol Sales Permit Stuart Park**
- G. ASG98 Lake Placid Lighting WO and Exhibit A Agreement with FDOT**

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

3. CONSENT AGENDA 2 (No Agenda Items)

4. PRESENTATIONS/REQUEST TO SPEAK / CITIZENS ON AGENDA

A. Town of Lake Placid Murals

- Mayor Holbrook read a town proclamation honoring Mrs. Harriot Porter. Mrs. Porter has been a steward of the more than fifty murals within the town since 1993. Since then, the murals bring approximately 10,000 visitors to the town each year.

B. Recognition of Council Member Debra Worley service to the Town of Lake Placid.

- Mayor Holbrook presented to Ms. Worley a plaque honoring her years serving the Town of Lake Placid, highlighting Ms. Worley's work on the town enacting a Community Redevelopment Agency (CRA).

5. PUBLIC HEARINGS (No Agenda Items)

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

A. Council Members

1. Council Member Royce – Discussion for a tree replacement police.

- Mayor Holbrook, Council, Mr. Williams and Mr. Harris discussed the development of a town tree replacement policy.
 - Recommendation for staff to develop a policy as there have been palm trees removed due to disease. In addition, discussed that in the future that Bismark Palm be used as replacements in the future.
 - Funds for Beautification at the Government Center should be included in the next budget.
 - Maintenance of the irrigation system.

A. Planning (No Agenda Items)

B. Town Attorney

1. Resolution 2022-07 Fire and EMS Station for the Lake Placid Area

- Council Member Royce reported that the environmental studies are currently being done, and the work is moving forward, but stated that the county is discussing scaling back the size of the fire station by 45%. In addition, pointed out that the new fire station will be serving approximately 1/3 of Highlands County's population.

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson to approve Resolution 2022-07 **Roll Call Vote:** Unanimous

2. Release of Escrow Funds – Leigh Anne Dohmann.PDF

Motion: Moved by Council Member Sapp, seconded by Council Member Wilson to approve the release of Escrow Funds **Roll Call Vote:** Unanimous

D. Town Administrator

1. Lake Placid Camp Conference Center FDEO Grant

- The agreement is for the improvement of the two lift stations in the amount of \$570,000.
- Mr. Barber reported due to the LPCCC consent order this is time sensitive, and the lift stations have been designed.

Motion: Moved by Council Member Sapp, seconded by Council Member Hays to approve the FDEO Grant Agreement D0202. **Roll Call Vote:** Unanimous

2. Resolution 2022-6 approving \$40,000,000.00 FDEP Grant

- Mr. Harris recommended that council wait on approval of the resolution, reporting that there has been additional information received. The resolution will cover council recommendations, due to the increase in cost estimates there will be less homes to be hookup to the system, and the FDOT grant agreement is being revised to reflect the number of homes. Staff will be looking into additional funding sources.
- Council, Mr. Harris and Mr. Barber discussed the project, the language within in the resolution and low pressure versus gravity lines.
 - The language in the resolution states low pressure, that limitation should be removed as parts of the system could be gravity.
 - Take out the number 5 low pressure working and leave number 7.
 - Mr. Harris will be working with FDEP to determine the issue of homeowners hooking up to the system, and whether FDEP will make that a requirement.
 - Ms. Fentress commented on the choice of lower pressure, and recommended scaling down the size of the project.
 - Council Member Sapp commented that current septic systems are failing at a very fast rate and that homes need to move towards hooking up to the sewer system.
 - Discussion on the cost of Gravity, and that it is more expensive as the water table is very high on the lakes.
- Consensus of council for staff to continue working with FDEP, no motion was needed.

3. Advanced Wastewater Treatment Plant Design

- A special meeting to be scheduled at a later date, no motion was needed.

4. Stuart park structure modifications.

- Council was in consensus to make the modifications as presented by staff, but recommended turning the structure 90 degrees and possibly have a ramp added.

7. MAYOR/COUNCILMEMBERS

- Council Member Hays in regards to a tree replacement policy to take a look at the City of Tamarac.
- Council Member Sapp requested that the tree behind Schoonies Restaurant be removed to allow trucks to be able to better navigate the alleyway.

8. CITIZENS NOT ON AGENDA (No Comments)

9. ADJOURNMENT 6:51 pm

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:51 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk