

**MINUTES**  
**LAKE PLACID TOWN COUNCIL**  
**Regular Meeting Agenda**  
**January 9, 2023 5:30 PM**

Mayor Holbrook called this regular meeting of the Lake Placid Town Council to order on Monday, January 9, 2023, at 5:30 pm at Town Hall, 1069 U.S. Highway 27 N, Lake Placid, Florida Dustin Woods gave the invocation and led the pledge. A quorum was present

**Present**

Mayor John Holbrook  
Vice Mayor/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  
Utilities Director Kevin McCarthy  
Public Works Director Alan Keefer  
Chief James Fansler

**1. CONSENT AGENDA 1**

- A. Approval of Agenda
- B. Approval of Minutes, Town Council Regular meeting December 12, 2022
- C. Approval of Departmental Financial Reports for the month of December 2022
- D. Approval of all duly authorized monthly bills December 2022
- E. Resolution 2023-02 Approving FDOT Annual Maintenance Agreement

**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/REQUEST TO SPEAK / CITIZENS**

**A. Highlands county Fire/EMS status update.**

- Highlands County Administrator Ms. Hurns gave a status update on the progress of the new Lake Placid Fire/EMS station. In addition, stated that in regards to the second interlocal that the County will be getting a signed copy to the Town, and saw no changes that were needed in the time frame that was given. Further discussion included:
  - The Fire Station - The certified survey has been completed; the natural assessment has also been done with no mitigation needed. There are no holdups at this point on the project. Having Fire and EMS in town means a higher level of service for the Lake Placid area.
  - Hurricane Debris removal on county roads is completed, and there has been follow-up on any missed streets. Municipalities were being finished as of tomorrow but stated to contact the county if there are any issues. In addition, the town does not own Highlands County for any debris pickup.

**4. PUBLIC HEARING (No Agenda Items)**

**5. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS**

**A. Council Members**

**1. Discussion for establishing Stuart Park area as primary area for Farmer's Markets, Food Truck events, etc.**

- Council Member Royce suggested that the Town consider establishing Stuart Park as a location for specified events such as farmer's markets, or food truck events. Council

discussed the park and recommended staff work on a plan for the park and the surrounding street area for future events. Council Member Royce also recommended that staff look into utilizing Community Redevelopment Agency (CRA) funds to improve lighting And other infrastructure in the park. Council Members indicated agreement with the suggestion that Stuart Park is the location for various types of events.

**B. Planning** (No Agenda Items)

**C. TOWN ATTORNEY** (No Agenda Items)

**D. Town Administrator**

**1. Banking Services RFP 2022-4**

- Mr. Williams stated that staff received two responses to the RFP and is recommending the Town move banking services to Heartland National Bank, In addition, Mr. Williams informed council that since Mr. Harris serves on the Board of Directors for Heartland National Bank there is a conflict of interest, and recommended that Ms. Karlson become an acting attorney as it relates to banking issues.
- Ms. Karlson reviewed the Florida Ethics Commission's opinions concerning conflict of interest in this matter and gave the opinion that Council Members would not request unless Council Members felt like private interests were significantly deluded. Both Council Members Hays and Wilson indicated that they should abstain due to owning stock with Heartland National Bank.

**Motion:** Moved by Council Member Sapp, seconded by Council Member Royce to approve Resolution 2023-01 Heartland National Bank appointment of signatures. **Roll Call Vote:** Yes-Sapp, Royce, Abstain Wilson, Hays. The proper forms were given to the Clerk. **Motion Carried.**

- Ms. Karlson reviewed the bank agreements with recommended changes.
- Council Member Royce recommended council allow Ms. Karlson to review all the bank contracts.

**Motion:** Moved by Council Member Sapp, seconded by Council Member Royce to approve Pam Karlson's legal services. **Roll Call Vote:** Yes-Sapp, Royce, Abstain Wilson, Hays. The proper forms were given to the Clerk. **Motion Carried.**

**2. Utilities ARPA Funds Request**

- Mr. McCarthy requested approval to utilize ARPA funds as there have been unexpected expenditures within the Capital Improvement funds.
- Council Member Royce was not in favor of utilizing all the ARPA funds but would consider \$100,000 to \$150,000.

**Motion:** Moved by Council Member Royce, seconded by Council Member Sapp to approve staff to bring back to council a budget request for \$100,000 utilizing the ARPA funds. **Roll Call Vote:** Unanimous

**3. Introduction of Job Description or full-Time Town Planning Director**

- Mr. Williams gave a historical overview of planning costs over the years. In addition, discussed Mr. LaRue's Planning Services which is located in Ft. Myers. Mr. Williams presented for council consideration a plan to possibly hire a town planner.
- Mayor Holbrook, Council, Mr. Williams, and Mr. Barber discussed hiring a Town Planner. Mr. Woods chairman of the Lake Placid Planning Agency (LPA) commented that the Town should move forward with hiring a planner.
  - The current costs of having a contract person versus having a full-time employee were compared.
  - The new planner would be a director, responsible for administrative and long-range plans for the town, and would work alongside Mr. Barber.
  - The in-house planner would also work on reviewing and updating the land development regulations.

- The council agreed that Mr. Larue is doing a good job but having a planner on staff would be better for the town.

**Motion:** Moved by Council Member Sapp, seconded by Council Member Royce to approve Hiring a planner that meets the qualifications at the terms presented. **Roll Call Vote:** Unanimous

#### **4. Lake June Recreation Development and Pickleball Courts**

- Mr. Williams reported on the meeting with Polson's Engineering along with Council Member Wilson and there is a tentative plan to move forward to apply for funds for Pickleball courts.
- Mayor Holbrook, Council, Mr. Harris, and Mr. Williams discussed various ideas regarding the pickleball courts, water retention, swales, parking, and overall plan for Lake June Park in the future. Council Member Wilson requested that Mr. Williams try to present the project at the next RPAC meeting in February
  - The time frame to obtain BIDS to present the project at the next Recreation and Parks Advisory Committee meeting in February.
  - An RFP was included in the agenda packet for review. Mr. Williams is considering splitting up the RFP for example one for the lighting of the courts, and the other for the construction.
  - A survey to the public was published on the town website, and there were 202 responses which the majority were in favor of pickleball courts.

**Motion:** Moved by Council Member Wilson, seconded by Council Member Royce to authorize Mr. Williams to publish a Request for Proposal (RFP) and to present it to the next Highlands County Recreation and Parks Advisory Committee (RPAC) meeting. **Roll Call Vote:** Unanimous

#### **6. MAYOR/COUNCILMEMBERS**

- Mr. Williams reported on the efforts of Code Enforcement and was finally able to get the South Main property cleaned up.
- Mr. Barber reported on the town projects, Lake Placid Camp and Conference Center (LPCCC) is moving forward and expect to go out for BID, the Interlake Blvd pipe bursting project is also going out for BID, and Taco Bell is in the process of applying for a variance.
- Council Member Royce reported that the Sheriffs is reengaging to assist with Keep Lake Placid Beautiful on the town beatification areas and thanked both the Sherriff and Ms. Bush of the Lake Placid Chamber of Commerce.

#### **7. CITIZENS NOT ON AGENDA**

- Ms. Bush of the Chamber of Commerce asked for a follow-up for approval of the request for the placement of Banners for the Lake Placid Arts and Craft Fair.

**Motion:** Moved by Council Member Royce, seconded by Council Member Hays to approve the Lake Placid Chamber of Commerce application for banner placement at the times that were requested. **Roll Call Vote:** Unanimous

#### **8. ADJOURNMENT 6:59 pm**

Mayor Holbrook, hearing no objections, declared the meeting adjourned at 6:37 pm.

Minutes respectfully submitted by Eva Cooper-Hapeman, Town Clerk