

**Minneola City Council  
Minutes  
November 12, 2019 at 6:30 PM  
Minneola City Hall**

The City of Minneola Council Meeting was called to order by Mayor Pat Kelley. Also present were Vice Mayor Pam Serviss, Councilor Lisa Jones, Councilor Kelly Price, Councilor Joe Saunders, Scott Gerken (City Attorney), Mark Johnson (City Manager), and Barbara Hollerand (City Clerk).

**CALL TO ORDER**

**Mayor Kelley** called the meeting to order at 6:30 p.m.

**MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE**

A moment of silence was observed, and the Pledge of Allegiance was led by Vice Mayor Serviss.

**AGENDA REVIEW**

**Scott Gerken** requested to table Item 9: Ordinance 2019-09 – Private Provider Inspections and Item 10: Ordinance 2019-16 Form Board Surveys until the December 03, 2019 council meeting.

**Mayor Kelley** requested that the part of Item 19 regarding the Lake County Arts & Cultural Alliance appointment be moved forward on the agenda. He asked to table Item 17 – Countywide Trails Master Plan.

**Mark Johnson** confirmed that Diane Revels, the proposed appointee to the Lake County Arts & Cultural Alliance, was in attendance.

**MOTION by Vice Mayor Serviss, SECONDED by Councilor Price, to table Item 9 and Item 10 to December 03, 2019, to table Item 17 to a future date and to move up discussion of the Lake County Arts & Cultural Alliance appointment.**

**AYE:** Serviss, Jones, Kelley, Price, Saunders

**NAY:** None

**MOTION PASSED: 5-0**

**Scott Gerken** clarified that Item 17: Countywide Trails Master Plan was not an advertised item and could be placed on a future agenda.

46 **PUBLIC COMMENTS**

47  
48 **Mayor Kelley** asked for public comments. There were no comments.  
49

50 **ELECTION RESULTS**

51  
52 **Barbara Hollerand** read the Seat 5 election results, announcing that Joseph Saunders  
53 received 65.13 percent of the vote and Paul Giacalone received 34.87 percent of the vote.  
54 She said the term for Seat 5 is from November 2019 to November 2021.  
55

56 **Scott Gerken** swore in Councilor Saunders to a new two-year term for Seat 5.  
57

58 **CONSENT AGENDA**

59  
60 **Item 1: City Council Meeting Minutes October 15, 2019**

61  
62 **Item 2: Contract – Holiday Decorations – Budgeted**

63  
64 **Item 3: Contract – Event Planning Services – Budgeted**

65  
66 **Item 4: Purchase Request – Water Meters & Reclaimed Water Meters– Budgeted**

67  
68 **Item 5: Purchase Request – Actuator Repairs– Budgeted**

69  
70 **Item 6: Additional Stop Signs – Ardmore Reserve**

71  
72 **Item 7: Purchase Request – Fire Engine Crash Repairs Payment**

73  
74 **Mayor Kelley** asked for public comments.  
75

76 **Gerald Boeckman**, an Ardmore Reserve resident, inquired about Item 6: Additional Stop  
77 Signs – Ardmore Reserve. He asked if the council would be discussing the item and where  
78 the stop signs would be located.  
79

80 **Mark Johnson** explained specific locations for the new stop signs had been proposed by  
81 the H.O.A and the developer. He provided a map of the locations for Mr. Boeckman.  
82

83 **Ben Snyder**, with Hanover Capital, LLC, stated that the H.O.A. had requested additional  
84 stop signs and Hanover's engineer had reviewed the locations and provided a letter  
85 confirming they did not present a safety concern. He said that Hanover would install the  
86 signs upon approval.  
87

88 **Mayor Kelley** noted that previously Hanover had installed a stop sign, removed it, and left  
89 the white stop bar striping on the street.

90 **Ben Snyder** stated that the stop sign had been placed in the incorrect location and that  
91 striping is difficult to remove without damaging the street. He said Hanover would cover it.  
92

93 **Scott Gerken** clarified that there were seven proposed stop signs indicated on the map in  
94 the council agenda packet. He stated that additional stop signs are proposed at four locations  
95 in Ardmore Reserve.  
96

97 **Mayor Kelley** asked if there were any other comments from the audience on the consent  
98 agenda. There were none.  
99

100 **Councilor Saunders** spoke regarding Item 7: Purchase Request – Fire Engine Crash  
101 Repairs Payment. He expressed concerns with the inadequacy of the insurance coverage of  
102 the at-fault driver, how the City's insurance carrier had to cover repairs to the City's fire  
103 truck, and how the Florida Municipal Insurance Trust now will have to attempt to collect  
104 from the party that caused the crash.  
105

106 **Councilor Jones** requested that lines 123-125 of the October 15, 2019 minutes be adjusted  
107 to reflect her remarks or be removed from the minutes.  
108

109 **Councilor Jones** spoke regarding the fire truck crash incident and the City responding to  
110 calls in the county without a mutual aid agreement in force. She stated that the county should  
111 be involved in resolving the insurance issue as well.  
112

113 **Mayor Kelley** asked the city attorney to give consideration to the County's involvement.  
114

115 **MOTION by Vice Mayor Serviss, SECONDED by Councilor Price, to approve the**  
116 **Consent Agenda.**  
117

118 **AYE:** Serviss, Kelley, Price, Saunders  
119

120 **NAY:** Jones  
121

122 **MOTION PASSED: 4-1**  
123

## 124 **DISCUSSION & ACTION ITEMS**

### 126 **Item 19: Committee Appointment to Lake County Arts & Cultural Alliance Board**

127  
128 **Mayor Kelley** stated there is a vacancy on the Lake County Arts & Cultural Alliance  
129 Board and resident and retired Minneola Charter School administrator Diane Revels has  
130 expressed an interest in serving.  
131

132 **Mayor Kelley** asked for public comment. There were no comments.  
133

134 **MOTION by Vice Mayor Serviss, SECONDED by Councilor Jones, to approve the**  
135 **appointment of Diane Revels to the Lake County Arts & Cultural Alliance Board.**

136 **AYE:** Serviss, Jones, Kelley, Price, Saunders

138 **NAY:** None

140 **MOTION PASSED: 5-0**

142 **Item 8: Ordinance 2019-08 – Conveyance of City of Minneola Real Property to Lake**  
143 **County School Board – Second Reading**

145 **Scott Gerken** read the ordinance in title only and explained that the request was being  
146 presented to council a second time due to an advertising issue.

148 **Mayor Kelley** provided background information.

150 **Mayor Kelley** asked for public comments. There were no comments.

152 **MOTION by Councilor Jones, SECONDED by Vice Mayor Serviss, to approve**  
153 **Ordinance 2019-08 – Conveyance of City of Minneola Real Property to Lake County**  
154 **School Board.**

156 **AYE:** Serviss, Jones, Kelley, Price, Saunders

158 **NAY:** None

160 **MOTION PASSED: 5-0**

162 **Item 11: Final Plat – Ardmore Reserve Phase 4**

164 **Joyce Heffington** provided background information. She recommended that any approval  
165 be conditioned upon the developer notifying buyers that certificates of occupancy would  
166 not be issued until Education Avenue has been approved and accepted by the City.

168 **Mayor Kelley** clarified that the condition would not hold up home construction, but the  
169 wiring for street lights along Education Avenue would need to be coordinated with the  
170 utility provider before any homes in Phase 4 receive certificates of occupancy.

172 **Ben Snyder**, of Hanover Capital, LLC, stated that Phase 4 is ready for construction. He  
173 committed to working with city staff to find a solution to the street lighting issue.

175 **Mayor Kelley** asked for public comment. There were no comments.

177 **Councilor Jones** stated that she would prefer to have a written plan for addressing the issue  
178 prior to providing approval.

180 **Ben Snyder** acknowledged that the condition of no COs until the roadway was complete  
181 was not new as it is in their development agreement. He agreed to comply with its terms

and pledged to try and work out any remaining issues with Education Avenue as a top priority.

**MOTION by Vice Mayor Serviss, SECONDED by Councilor Price, to approve Item 11: Final Plat – Ardmore Reserve Phase 4**

**AYE:** Serviss, Kelley, Price, Saunders

**NAY:** Jones

**MOTION PASSED: 4-1**

**Item 12: Ordinance 2019-12 – Annexation and Rezoning – Martin Property – First Reading ~ Quasi-Judicial**

**Item 13: Ordinance 2019-13 – Comprehensive Plan Amendment – Martin Property – First Reading**

**Scott Gerken** read Ordinance 2019-12 and Ordinance 2019-13 by title only and swore in those who wished to speak. He stated that this was the first reading for both ordinances.

**Joyce Heffington** stated the property was on North U.S. Highway 27, and the request was to annex into the City as commercial property.

**Councilor Saunders** questioned why the submittal checklist was not completed.

**Joyce Heffington** stated that she will confirm that all required supporting documents were submitted along with the application.

**Mayor Kelley** asked for public comment. There were no comments.

**Item 14: Ordinance 2019-14 – Annexation and Rezoning – Nurmi Property – First Reading ~ Quasi-Judicial**

**Item 15: Ordinance 2019-15 – Comprehensive Plan Amendment – Nurmi Property – First Reading**

**Scott Gerken** read Ordinance 2019-14 and Ordinance 2019-15 by title only and swore in those who wished to speak. He stated that this was the first reading for both ordinances, and they would have their final reading on November 19.

**Joyce Heffington** stated that this is a commercial property adjacent to the Martin property.

**Scott Gerken** stated that the Martin and Nurmi properties are within the Interlocal Service Boundary Agreement (I.S.B.A.) area and have been identified as future annexations.

227 **Joyce Heffington** spoke regarding providing the appropriate I.S.B.A. notifications to the  
228 County, Florida Department of Economic Opportunity, and adjacent property owners.

229

230 **Councilor Saunders** commended the property owners for applying for annexation. He  
231 spoke regarding the City's infrastructure investment along U.S. Highway 27 in anticipation  
232 of commercial development.

233

234 **Mayor Kelley** asked for public comment. There were no comments.

235

236 **Item 16: Site Plan – Overlook at Grassy Lake – Amenity Center ~ Quasi-Judicial**

237

238 **Scott Gerken** swore in those who wished to speak.

239

240 **Joyce Heffington** provided an overview and stated that the Planning & Zoning Commission  
241 had questioned if the parking met code. She confirmed that the project exceeds code by  
242 several parking spaces and that both the planning & zoning commission and staff  
243 recommend approval.

244

245 **Mayor Kelley** asked for public comment. There were no comments.

246

247 **Councilor Saunders** asked the city manager if the sprinkler requirement was related to fire  
248 hydrant pressure.

249

250 **Mark Johnson** confirmed that the sprinkler system was one of the approved alternative  
251 means of meeting the fire code.

252

253 **Craig Harris**, of JTD Land Company, LLC in Kissimmee, stated that the parking lot would  
254 have one A.D.A. compliant space.

255

256 **Councilor Saunders** asked if grass overflow parking could be provided.

257

258 **Craig Harris** said the amenity center site does not have additional space available for  
259 overflow parking and areas nearby would require a curb cut or curb jump. He clarified that  
260 the amenity center is a cabana with bathrooms and covered outdoor seating and not a  
261 clubhouse. He said it is about 2,100 square feet in total floor area and has more parking  
262 spaces than similar-size cabanas that the company typically builds. He said there are about  
263 275 homes in all phases of the development with about 156 on the west side of Grassy Lake  
264 Road.

265

266 **Councilor Saunders** asked where H.O.A. meetings will be held.

267

268 **Craig Harris** said H.O.A. meetings will held be off site.

269

270 **Councilor Saunders** expressed concern that there wouldn't be a meeting area large enough  
271 for the development's H.O.A. meetings.

272 **Craig Harris** said his experience is that H.O.A. meeting attendance is light, and it can even  
273 be difficult to get a quorum.

274

275 **Vice Mayor Serviss** spoke regarding the planning & zoning commission's discussion of  
276 parking, and she verified that the developer had committed to adding additional spaces in  
277 excess of code.

278

279 **Mayor Kelley** asked if the pool was A.D.A. accessible.

280

281 **Craig Harris** stated it will meet requirements for a commercial pool.

282

283 **MOTION by Vice Mayor Serviss, SECONDED by Councilor Price, to approve Item**  
284 **16: Site Plan – Overlook at Grassy Lake – Amenity Center subject to the project**  
285 **meeting all A.D.A. and fire code requirements.**

286

287 **AYE:** Serviss, Jones, Kelley, Price, Saunders

288

289 **NAY:** None

290

291 **MOTION PASSED: 5-0**

292

293 **Item 18: Notice of Intent to Terminate Lease Agreement – Lake County Clerk of**  
294 **Courts**

295

296 **Mark Johnson** stated that he had previously briefed council on the City's need to terminate  
297 the lease agreement with the Lake County Clerk of Courts and now wanted to bring the  
298 request before council for approval.

299

300 **Mark Johnson** stated that existing office space in city hall is fully utilized with staff sharing  
301 some offices. He said the Lake County Clerk of Courts has been an excellent tenant since  
302 2011 but that the City now needs the space for its own operations. He said he has already  
303 approached Lake County and there are no objections. He said the lease agreement stipulates  
304 that the City provide 180 days' notice to the tenant, and he said that additional time if needed  
305 could be considered.

306

307 **Mayor Kelley** asked for public comment. There were no comments.

308

309 **MOTION by Councilor Price, SECONDED by Councilor Saunders, to approve Item**  
310 **18: Notice of Intent to Terminate Lease Agreement – Lake County Clerk of Courts**

311

312 **AYE:** Serviss, Jones, Kelley, Price, Saunders

313

314 **NAY:** None

315

316 **MOTION PASSED: 5-0**

**Item 19: Vice Mayor, Board, & Committee Appointments**

**Mark Johnson** stated that according to the City's charter, the vice mayor appointment is made the first regular council meeting after the general election, though council may choose to postpone taking action until a later date. He said the request is to reaffirm the other positions or to make changes.

**Mark Johnson** stated that the Lake-Sumter M.P.O. eliminated the citizens advisory committee and the bike and pedestrian advisory committee and created a community advisory committee. He said that position is currently vacant, and the City will try to fill it in the future.

**Mayor Kelley** asked for public comment. There were no comments.

**MOTION by Councilor Saunders, SECONDED by Councilor Price, to approve the appointments as proposed.**

**AYE:** Serviss, Jones, Kelley, Price, Saunders

**NAY:** None

**MOTION PASSED: 5-0**

**FINAL PUBLIC COMMENTS**

**Mayor Kelley** asked for final public comments. There were no comments.

**REPORTS****Mark Johnson:**

- The mountain bike trail group has a workday November 16. He said the leadership of the group has changed recently.
- The 10-year utility master plan is completed. He said staff will review the plan, present it to council, and then undertake an impact fee study.
- There is a quarterly developer meeting on November 15 to review new requirements and to facilitate discussions with developers, the building official, and City staff
- The recent bid opening for the water line replacement areas 2 and 3 project had four bidders. The project will be in the area between Pearl Street and Minneola Avenue. Bids were lower than anticipated and are being reviewed by staff for completeness. The bid award will be brought back to council for approval and may include an amendment if the lower-than-expected bids allow for an expansion of the project scope. He said the project will include the replacement of concrete pipes with P.V.C., relocating water lines from back yards to front yards, and moving water meters to front yards.
  - **Councilor Saunders** asked if the water line project would solve the water pressure issues in the area.

- 362 • Stated that it will allow the water plant to increase its water pressure because new lines  
363 will be able to withstand the higher pressures. He said a loop is being considered for the  
364 neighborhood behind Lil' Anthony's Pizza to improve its water pressure.
- 365 ○ **Councilor Saunders** stated that a resident of Meadow Glen Court had voiced her  
366 frustrations with water pressure in her home. He spoke regarding his concern that  
367 aging water pressure regulators are failing and are contributing to water pressure  
368 problems that are mistakenly being blamed on the City's system. He suggested the  
369 City actively educate the public about the function of their pressure regulators and  
370 their role in maintaining adequate water pressure in their homes.
- 371 ○ **Vice Mayor Serviss** expressed support of an education effort.
- 372 ○ **Mayor Kelley** suggested a door-to-door campaign after the first of the year to  
373 educate residents in the older areas of the City
- 374 ○ **Councilor Jones** suggested conducting pressure checks as part of the effort.
- 375 ○ **Vice Mayor Serviss** suggested that information on pressure reducing valves be  
376 either combined with information on backflow regulators or be mailed out at the  
377 same time

378  
379 **Scott Gerken:**

- 380 • Spoke regarding the gas pump canopy and support columns at the RaceTrac project. He  
381 explained architectural features, including wrapped columns and stone bases that were  
382 presented to council as part of the approval process, did not become part of the  
383 construction plans. As part of the negotiations, and to keep the project on schedule, the  
384 City has agreed to issue a temporary certificate of occupancy for stocking and employee  
385 training with the understanding that the store would not be allowed to open until the  
386 columns are wrapped. He said staff contended that the building did not meet the  
387 architectural requirements of our code, which requires a minimum of three listed  
388 elements. The developer disagreed and argued that they met the minimum requirements  
389 and that it would be extremely difficult and expensive to make changes to the building  
390 at this juncture. Staff proposed as a compromise that they would not require any  
391 additional building elements provided they add any required architectural features  
392 consistent under the code with any future renovations or changes and that RaceTrac  
393 wrap the columns as depicted. He stated the developer recognizes that Washington  
394 Street must be complete, inspected, and turned over to the City prior to receiving a  
395 certificate of occupancy. He further added that because the site is on the corner of an  
396 arterial and a collector road, the City's architectural design standards require additional  
397 architectural embellishments for a corner lot and RaceTrac has agreed to comply with  
398 that corner lot architectural embellishment requirement. However, given the fact these  
399 requirements were not noted earlier in the process, the City would not hold up their final  
400 C.O. for this requirement. Instead, RaceTrac would have six months to complete this  
401 requirement. They were to bring their proposed embellishment to Council for approval  
402 before implementing. It was suggested that some type of gateway feature recognizing  
403 the more historic part of town (i.e. "Old Minneola") was a possibility. He said that if  
404 council is supportive, his office would memorialize these conditions in a letter to  
405 RaceTrac and staff would proceed accordingly. Council expressed its support of  
406 proceeding in this matter.

- 407 ○ **Mayor Kelley** said he is open to reviewing what is the developer proposes for the
- 408 additional corner enhancements, and he complimented the landscaping on the site.
- 409 He suggested that for future projects, instead of accepting the design proposed,
- 410 everyone should visit other building prototypes constructed in neighboring cities to
- 411 determine what architectural enhancements might be available.
- 412 ○ **Mayor Kelley** thanked Mark Johnson for his efforts in the negotiations

413

414 **Vice Mayor Serviss:**

- 415 • Explained she spoke with representatives at the Napleton car dealership and they will
- 416 provide Jeeps or other vehicles for the Christmas parade this year. She confirmed the
- 417 parade will be Saturday, December 14, beginning at 5:30 p.m., and that the parade route
- 418 will run in the opposite direction from last year.
- 419 ○ **Mayor Kelley** stated he would be unable to attend due to a prior commitment.
- 420 ○ **Councilor Saunders** asked for clarification on the staging area.
- 421 ○ **Mark Johnson** explained Main Avenue will be closed at the new traffic signal on
- 422 U.S. Highway 27

423 **Vice Mayor Serviss** suggested asking property owners to allow use of their properties for  
424 additional staging areas if needed.

425

426 **Councilor Jones:**

- 427 • Spoke regarding the parade meeting and whether the council would prefer to have a float
- 428 this year instead of vehicles.
- 429 ○ **Vice Mayor Serviss** spoke regarding not adding to staff's workload. She said she
- 430 could inquire about the availability of vehicles other than Jeeps.
- 431 ○ **Councilor Price** questioned if council could be on the same float.
- 432 ○ **Scott Gerken** spoke regarding the Sunshine Law and the perception it may have.
- 433 ○ **Councilor Saunders** suggested that advertisements for the parade note that council
- 434 members would be participating
- 435 • Confirmed that the consensus was for council to ride in individual vehicles in the parade
- 436 instead of riding together on a float
- 437 • Stated that a citizen had spoken with her about homes in Lakewood Ridge without house
- 438 numbers. She asked if Chief Jan Otero could communicate with those residents.
- 439 • Spoke regarding her observation that recycling items are mixed in with trash at
- 440 businesses. She said she would like to require recycling bins at businesses.
- 441 ○ **Mayor Kelley** said that requiring recycling bins at existing businesses would be
- 442 challenging because another dumpster would be required. He suggested exploring
- 443 how to implement a recycling requirement for future businesses as a first step. He
- 444 asked the City attorney to review other jurisdictions' related codes.
- 445 ○ **Scott Gerken** spoke regarding the current market for recycling
- 446 ○ **Mark Johnson** suggested focusing on cardboard recycling as a first step.
- 447 • Spoke regarding poor voter turnout and suggested noting upcoming elections every year
- 448 on the October water bills and whether to hold candidate forums.
- 449 ○ **Mayor Kelley** spoke regarding the role of governments with regard to elections.
- 450 ○ **Scott Gerken** said the City can promote voting.
- 451 • Clarified her interest was in raising awareness

**Councilor Saunders:**

- Expressed interest in discussing a new cemetery. He said the City's small cemetery is full, and some City residents prefer burial to cremation.
- Stated Clermont's cemetery charges a premium for nonresidents.
- Spoke regarding some available parcels in the City that might be suitable and suggested setting aside about 10 acres, fencing it, and contracting with an organization to manage it.
  - **Mayor Kelley** spoke regarding a Winter Garden cemetery that still allows tombstones and noted that some cemeteries such as Clermont's cemetery do not. He expressed support for a cemetery in Minneola. He suggested placing a cemetery on property that is not adjacent to existing developed properties and identifying a location in the next year or two before homes surround the property. He said the City should also explore the feasibility of expanding the existing cemetery
  - **Council** discussed other features including columbariums, mausoleums, and small plots for urns.

**Mayor Kelley:**

- Thanked Mark Johnson for his efforts on several recent projects

**MOTION by Vice Mayor Serviss, SECONDED by Councilor Jones, to adjourn.**

**AYE:** Serviss, Jones, Kelley, Price, Saunders

**NAY:** None

**MOTION PASSED: 5-0**

*(Meeting adjourned at 8:15 P.M.)*

**ATTEST:**



  
\_\_\_\_\_  
Pat Kelley, Mayor

  
\_\_\_\_\_  
Barbara Hollerand, City Clerk