



CITY COMMISSION MEETING HAINES CITY, FLORIDA

MINUTES

November 16, 2023, 7:00 p.m.

City Hall Commission Chambers

620 E. Main Street, Haines City, FL 33844

Phone: 863-421-9921 Web: hainescity.com

Present: Mayor H.L. Roy Tyler
Vice-Mayor Omar Arroyo
Commissioner Anne Huffman
Commissioner Morris West
Commissioner Vernel Smith

Staff in Attendance: Deputy City Manager, Rick Sloan
City Attorney, Fred Reilly
City Clerk, Sharon Lauther

1. CALL TO ORDER

The Mayor called the City Commission Meeting to order at 7:00 PM on November 16, 2023 in the City Commission Chambers, located at 620 E Main Street, Haines City, FL.

2. INVOCATION

Pastor Joseph Burgos , Iglesia Luz y Verdad, Inc. led the invocation.

3. PLEDGE OF ALLEGIANCE

The Mayor led the pledge of allegiance.

4. PRESENTATIONS AND PROCLAMATIONS

4.a Purple Heart City - Proclamation

City Clerk Lauther read this proclamation into the record.

Parks and Rec Deputy Gerald Richardson was present to receive the proclamation.

5. CONSENT AGENDA

Moved by Morris West

Seconded by Anne Huffman

Approve consent as a whole.

Carried

5.a City Attorney Invoice for the Billing Period Ending October 31, 2023

Approve payment to the City Attorney for legal services and disbursements for the billing period ending October 31, 2023, in the amount of \$21,135.

5.b CivilSurv Design Group Inc. Contract for Surveying Continuing Services Agreement

Staff recommends approval of the contract with CivilSurv Design Group Inc for RFQ 23-04 Surveying Continuing Services Agreement.

5.c Release of Code Enforcement Lien

Staff recommends accepting the recommendation of the Special Magistrate to reduce the Code Enforcement line for the property located at 1485 Cypress Ave.

- 5.d Request for Qualifications (RFQ) 23-06 Emergency Operations Center CMAR (Construction Manager at Risk)

The ERC recommends the City Commission award RFQ 23-06 Emergency Operations Center CMAR to Pirtle Construction Company.

- 5.e Resolution No. 23-1771 - Amendment 3 to State Revolving Fund (SRF) Loan Agreement WW530461

Staff recommends the City Commission approve Resolution No. 23-1771 - Amendment 3 to SRF Loan Agreement WW530461.

- 5.f Minutes for Approval

- 5.g Fire Department Stryker LUCAS Device Purchases

Staff recommends City Commission approve the request to purchase three (3) Stryker LUCAS devices for the Fire Department to improve our emergency medical response and treatment.

- 5.h Jones Edmunds Design Proposal for the 3-Mile Force Main

Staff recommends the City Commission approve the Proposal for Design Services with Jones Edmunds of the 3-Mile Force Main from Lift Station No. 22 to the Wastewater Treatment Plant, totaling \$201,298.

- 5.i Cemetery Deeds

- 5.j RES Proposal for Phase II Environmental Audit of 0 4th Street, Haines City, Florida

Staff recommends approval of the RES proposal for a Phase II Environmental Audit for the real property located at 0 4th Street, Haines City, Florida (the "Subject Property").

6. OLD BUSINESS

- 6.a Ordinance No. 23-2043 – Amended - Large-Scale Land Use Amendment for Wynnstone Properties – Adoption – Second Reading

Planning Director April Brown presented this item.

There was no question from the dais.

Mayor Tyler opened the floor to public comments.

there were no members of the public who came forward to speak about the item.

The mayor closed the meeting and asked for an introduction.

Commissioner Smith introduced the Ordinance.

City Attorney Fred Reilly read the ordinance into the record.

Moved by Vernel Smith

Seconded by Anne Huffman

Staff recommends the City Commission adopt the Amended Ordinance No. 23-2043, on Second Reading.

Carried Unanimously

7. NEW BUSINESS

7.a Ordinance No. 23-2060 Fiscal Year 2023-2024 Budget Amendment No. 1 Second Reading

Finance Director Omar DeJesus presented this item.

Florida Law requires the City to allocate and appropriate any new funds received and/or funds transferred that were not previously appropriated in the budget. The attached Exhibit "A" of the Ordinance details the revenues, funding sources, and how the funds will be expended. Below is a summary of the appropriations that need to be made in the Fiscal Year 2023-24 Budget.

The General Fund is the only fund being impacted by the proposed amendment. The projects include the cemetery upgrades, the 7-acre soccer project, the Commission Meeting live streaming project, access control upgrades, the ONC A/V upgrade, and the fiber documentation project.

The first reading was approved on November 2, 2023.

There was no question from the dais.

Mayor Tyler opened the floor to public comments.

there were no members of the public who came forward to speak about the item.

The mayor closed the meeting and asked for an introduction.

Commissioner/Vice-Mayor Arroyo introduced the Ordinance.

City Attorney Fred Reilly read the ordinance into the record.

Moved by Morris West

Seconded by Omar Arroyo

Staff recommends adoption of the Ordinance for the purpose of reallocating and re-appropriating monies for the Fiscal Year 2023-24 Budget.

Carried Unanimously

7.b Resolution No. 23-1772 City Commission Meeting Schedule for 2024

The City Commission Discussed this item.

Each year, the City Commission of the City of Haines City establishes a meeting schedule.

Except as otherwise set forth in Section (2) hereof, the regular meetings of the City Commission of the City of Haines City, Florida, shall be held in the Commission Chambers located at 620 East Main Street, Haines City, FL (City Hall) at the hour of 7:00 p.m. on the first and third Thursdays of each month in accordance with Section 4.07 of the City Charter:

Mayor Tyler opened the floor to public comments.

there were no members of the public who came forward to speak about the item.

The mayor closed the meeting and asked for an introduction.

Commissioner West introduced the Resolution.

City Attorney Fred Reilly read the Resolution into the record.

Moved by Morris West

Seconded by Anne Huffman

Staff recommends approval of the Resolution and adoption of the City Commission Meeting Schedule (outlined in Exhibit "A" of the Resolution) for the calendar year 2024.

Carried Unanimously

7.c Resolution No. 23-1763 – Shops at the Grove Conditional Use – Indoor Climate-Control Self Storage

Planning Manager April Brown presented this item.

Shops at the Grove is a multi-tenant commercial shopping center development, with a new Publix store being the anchor tenant. The indoor climate controlled self-storage facility will occupy one of the 4 outparcels in this development.

The Parcel ID for this property is 27-27-23-757500-040290 and contains 17.87 +/- acres.

The site is located at the NE corner of the intersection of Johnson Avenue and Powerline Road, and is near the future site of the Crosswinds East residential development.

Commissioner Huffman inquired if the request for this is a separate developer. Planning Manager April Brown stated that these are separate parcels.

Mayor Tyler opened the floor to public comments.

There were no members of the public who came forward to speak about the item.

The Mayor closed the meeting and asked for an introduction.

Commissioner Huffman introduced the Resolution.

City Attorney Fred Reilly read the Resolution into the record.

Moved by Omar Arroyo

Seconded by Anne Huffman

Staff recommends Approval of Resolution No. 23-1763 regarding the Conditional Use for Shops at the Grove.

Carried Unanimously

7.d Resolution No. 23-1769 Transportation Off System Post Project Maintenance Agreement

Public Services Administrator James Keene presented this item.

The City has authority to limit or prohibit the use of the right-of-way and easements within the City of Haines City, Florida. The City has the authority to issue permits for the use of the sidewalks pursuant to Chapter 22 of the City Code, and Section 12.7.1 of the Land Development Regulations.

City staff has been in the process of working with FDOT to address the placement and construction of the pedestrian sidewalk for the Project to be constructed adjacent to Haines City High School. FDOT is prepared to construct a pedestrian sidewalk for the Project pursuant to its Safe Roads to School program. FDOT and the City desire to confirm that the City will take responsibility for perpetual maintenance of the pedestrian sidewalk to be constructed for the Project.

The Project consists of the installation of 0.692 miles of sidewalk at the following segment locations within the City of Haines City:

- Hinson Avenue from 17th Street to 20th Street
- South 20th Street from Grace Avenue to Norma Avenue
- Carol Avenue from S 20th Street to South 22nd Street

Hornet Drive from Grace Avenue to South 30th Street

Mayor Tyler opened the floor to public comments.

There were no members of the public who came forward to speak about the item.

The Mayor closed the meeting and asked for an introduction.

Commissioner Smith introduced the Resolution.

City Attorney Fred Reilly read the Resolution into the record.

Moved by Anne Huffman

Seconded by Vernel Smith

Staff recommends approving the execution of the Sidewalk Maintenance Agreement between FDOT and the City of Haines City, for a pedestrian sidewalk project.

Carried Unanimously

7.e Purchase of a Sany Mini-Excavator to Replace Outdated Equipment in Public Works

Public Services Administrator James Keene presented this item.

Public Works needs to upgrade its inventory of this type of equipment. The growing demand for use of this equipment has greatly increased. The purchase of this equipment will better prepare personnel in handling multiple roadway and stormwater repairs in the future. This purchase is through Sourcewell Member #10389.

Mayor Tyler asked for any comments from the public.

Moved by Omar Arroyo

Seconded by Morris West

Staff recommends approving the purchase of a Sani Mini-Excavator to replace outdated equipment in Public Works.

Carried Unanimously

7.f Request for Change Order 02 – Haines City Lift Station No. 4

Public Services Administrator James Keene presented this item.

The existing clay sanitary line on Lift Station No. 4 is outdated and needs to be replaced as the existing one is a huge potential problem. DN Higgins, Inc. has been selected to replace the existing clay sanitary line as they are currently repairing Lift Station No. 4 and identified this necessary replacement while doing so.

Mayor Tyler asked if any comments from the public. There were none.

Moved by Omar Arroyo

Seconded by Vernel Smith

Staff recommends approving Change Order 02 to replace the existing clay sanitary line on Lift Station No. 4 with a C900 DR 18" PVC sanitary line.

Carried Unanimously

7.g Purchase of Accessories for Public Works Caterpillar Skid Steer

Public Services Administrator James Keene presented this item

Public Works is in need of a grader attachment at a cost of \$27,396, and a mulching head at a cost of \$45,092 for its Caterpillar Skid Steer. This is a manufacturer brand-specific purchase through Sourcewell Cooperative

Purchasing Contract #011723-Cat. These accessories are items not previously in inventory and will expand the department's range of work and project capabilities.

Mayor Tyler asked for any comments from the public. No comments came before the Commission.

Moved by Morris West

Seconded by Anne Huffman

Staff recommends the approval to purchase accessories for Public Works Caterpillar Skid Steer.

Carried Unanimously

7.h Discussion About the December 21 Meeting

8. PUBLIC COMMENTS - REGARDING ITEMS NOT ON THE AGENDA (3 Minutes)

9. CITY MANAGER'S REPORT

None.

10. CITY CLERK'S REPORT

City Clerk Lauther expressed gratitude in participating in the Great American Teach-In.

11. CITY ATTORNEY'S REPORT

Attorney Reilly wished everyone a Happy Thanksgiving.

12. COMMISSION COMMENTS

Commissioner Huffman wants to see the streaming service up and running before the end of the year. Commissioner Huffman enjoyed the Veteran's Day Ceremony and thanks were given to the Parks and Recreation Department for a job well done. Commissioner Huffman would like a letter of appreciation for the ROTC done by the Mayor. Commissioner Huffman inquired about a Youth Advisory Council. City Clerk Lauther stated that this will be in the works for the 2024 calendar year. Commissioner Huffman asked Deputy City Manager Sloan for some clarification on the proper codes for the food trucks across the street from City Hall. Commissioner Huffman wished everyone a Happy Thanksgiving.

Commissioner West also wished everyone a Happy Thanksgiving. Commissioner West enjoyed being a part of the Great American Teach-In.

Commissioner Smith also wished everyone a Happy Thanksgiving. Commissioner West inquired about if there is additional space to participate in the Christmas Parade.

Vice-Mayor Arroyo wished everyone a Happy Thanksgiving. Vice-Mayor Arroyo invited everyone to the Latin Business Expo.

Mayor Tyler wished everyone safe travels over the holiday season.

13. ADJOURNMENT

Without any further business the meeting was adjourned at 7:52 PM.

H.L. Roy Tyler, Mayor

Sharon Lauther, MMC, City Clerk