

LONGWOOD CITY COMMISSION
Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

MINUTES
March 16, 2020
6:00 P.M.

Present: Mayor Matt Morgan
Deputy Mayor Brian D. Sackett
Commissioner Abby Shoemaker
Commissioner Richard Drummond
Commissioner Ben Paris
Dan Langley, City Attorney
David P. Dowda, Acting City Manager
Michelle Longo, City Clerk
Mike Peters, Fire Chief
Chris Kintner, Community Development Director
Chris Capizzi, Leisure Services Director
Lee Ricci, Human Resources Director
Lisa Snead, Financial Services Director
Shad Smith, Public Works Director
Craig Dunn, Information Technology Director
Phil Kersey, Building Official

1. **CALL TO ORDER.** Mayor Morgan called the meeting to order at 6:02 p.m.
2. **MOMENT OF SILENT MEDITATION**
3. **THE PLEDGE OF ALLEGIANCE.** Deputy Mayor Sackett led the Pledge of Allegiance.
4. **COMMUNITY ANNOUNCEMENTS.** Mayor Morgan advised that in light of what is happening with the Coronavirus we will be canceling and postponing our Community Announcements and future events until further notice. At the end of the meeting, we will be voting to pass an Emergency Ordinance declaring a state of emergency.
 - A. **The Senior Matinee will be held on Wednesday, March 18, 2020, from 1:30 p.m. until 3:30 p.m. in the Longwood Community**

Building, 200 West Warren Avenue. This month's feature is *The Good Liar*.

- B. Longwood Movie in the Park will be held on Friday, March 20, 2020, beginning at 7:30 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be *Missing Link*.**
- C. The City of Longwood will host the Longwood Pirate Seafood Festival on Saturday, March 28, 2020 from 10:00 a.m. until 6:00 p.m. and Sunday March 29, 2020 from 10:00 a.m. until 5:00 p.m. at Reiter Park, 311 West Warren Avenue. The event will feature live music, a variety of Seafood from local restaurants, a free kid zone featuring a pirate ship, a shark ride, plenty of pirates and mermaids, rum tasting and more! This event is free to attend.**
- D. Orlando Health, South Seminole Hospital will be sponsoring the "Concert in the Park" Event on Saturday April 4, 2020 from 7:00 p.m. until 9:00 p.m. at Reiter Park, 311 West Warren Avenue. Music starts at 7:00 p.m. and food is available for purchase. The band is "TBA" and this is a free event.**

5. PROCLAMATIONS / RECOGNITIONS

A. The nomination of the Beautification Award.

Deputy Mayor Sackett nominated the Starbucks on North US Highway 17-92. The nomination carried by a unanimous voice vote.

B. Mayor Morgan to recognize M'Kayla Patterson, a Lyman High School Basketball player for scoring 1,693 points in her career.

Mayor Morgan presented M'Kayla Patterson, a Lyman High School Basketball player with a certificate. Photographs were then taken.

C. Proclaiming March 16 through March 20, 2020, as Government Finance Professionals Week in the City of Longwood.

Mayor Morgan read the Proclamation and presented it to the Financial Services staff. Photographs were then taken.

6. BOARD APPOINTMENTS. None.

7. PUBLIC INPUT

A. Public Participation. None.

8. MAYOR AND COMMISSIONERS' REPORT

District #1. No Report.

District #2. No Report.

District #3. No Report.

District #4. No Report.

District #5. No Report.

9. ANY ADDITIONS OR DELETIONS TO THE AGENDA. None.

10. CONSENT AGENDA

- A. Approve Minutes of March 2, 2020, Regular Meeting.**
- B. Approve the Monthly Expenditures for February 2020.**
- C. Approve the Monthly Financial Report for February 2020.**
- D. Approve a donation in the amount of \$1,500 to The Christian Sharing Center from the State Law Enforcement Confiscation Fund.**
- E. Approve a change order in the amount of \$131,154.48 to purchase order #19002960 for Central Florida Environmental for additional construction related to the East Longwood Septic Tank Abatement Phase I Project.**

Commissioner Paris moved to approve Items 10A through 10E as presented. Seconded by Commissioner Drummond.

Deputy Mayor Sackett requested that Item 10E be pulled for a separate discussion.

Commissioner Paris said his motion stands to approve Items 10A through 10D. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

Discussion ensued on Item 10E regarding the several properties on Bay Avenue that were mentioned in the agenda packet material. It was confirmed the number of residences this included is four (4) on Bay Avenue. Also discussed were the matching funds available from the Florida Department of Environmental

Protection (FDEP) and St. Johns River Management. Mr. Smith advised St. Johns River Management is giving the City a 30% match and we were under matched. This allows us the opportunity to match, and add new sewer mains along with more residences with the extra funds. He said we will lose the funds if we do not use them.

Deputy Mayor Sackett moved to approve Item 10E as presented. Seconded by Commissioner Paris and carried by a unanimous roll call vote.

11. PUBLIC HEARINGS. None.

12. REGULAR BUSINESS

- A. Read by title only, set April 6, 2020, as the public hearing date and approve the first reading of Ordinance No. 20-2174, which provides for the issuance of a Series 2020 Project Note not to exceed \$1,400,000 in aggregate principal and cost of issuance for the purpose of financing certain costs related to the acquisition and installation of equipment to be located within the City.**

Mr. Langley read Ordinance No. 20-2174 by title only.

Ms. Snead presented the Item and answered questions.

Commissioner Paris moved to approve Ordinance No. 20-2174 and set April 6, 2020, as the public hearing date. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

- B. Read by title only and adopt Resolution No. 20-1525, which provides for reimbursement of certain costs relating to the acquisition, construction, and renovation of various capital improvement projects located within the City.**

Mr. Langley read Resolution No. 20-1525 by title only.

Commissioner Paris moved to adopt Resolution No. 20-1525 as presented Item 12B. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

- C. Read by title only and adopt Resolution No. 20-1526, authorizing the execution of a Non-Exclusive Interlocal Subscription Agreement with the Florida PACE Funding Agency.**

Mr. Langley read Resolution No. 20-1526 by title only.

Commissioner Shoemaker moved to adopt Resolution No. 20-1526 as presented Item 12C. Seconded by Commissioner Paris and carried by a unanimous roll call vote.

D. City Commission to approve the appointment of Clint L. Gioielli as Acting City Manager and approve the Acting City Manager Agreement effective March 17, 2020.

Mr. Dowda presented the item and said he appreciates the confidence the Commission has shown him and he has enjoyed serving in the role since November 2019. He said there are many pressing issues at the Police Department that need to be handled including two accreditation assessments in April and July and getting started on the budget. These are important things that require my attention. When considering options for replacement, qualifications were paramount. I also wanted to make a recommendation that would not adversely affect the operation of any of the departments. This appointment will accomplish both goals. He is highly qualified and he does not doubt his ability to excel in the role. This change will also provide for tenured leadership at each City department during this important time.

Mayor Morgan thanked Mr. Dowda for his service.

Deputy Mayor Sackett asked if Mr. Gioielli would take his spot as a member on the Public Risk Management (PRM) Board.

Mr. Dowda said that would need to change.

Discussion ensued on this change and Mr. Langley stated they could take care of this tonight.

Deputy Mayor Sackett moved to approve the appointment of Clint L. Gioielli as Acting City Manager, approve him as the replacement on the PRM Board, and approve the Acting City Manager Agreement effective March 17, 2020. Also, approve David P. Dowda returning as our Police Chief. Seconded by Commissioner Paris and carried by a unanimous roll call vote.

E. Read by title only and adopt Emergency Ordinance No. 20-2177, declaring a State of Emergency within the City of Longwood and

adopting emergency regulations to address preparations for and mitigation of COVID-19.

Mr. Langley read Emergency Ordinance No. 20-2177 by title only.

Mr. Dowda presented the item.

Commissioner Paris moved to adopt Emergency Ordinance No. 20-2177 as presented Item 12E. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

Chief Peters provided a brief update on the COVID -19 virus. Some of the statistics are accurate as of this morning. He stated this is a fluid situation and is constantly changing. As of this morning, there are two cases in Seminole County. We will continue to see positive cases, we are only at the beginning. We are very busy setting up protocols and preparing for worse case scenarios. As of today, everything is working normally and our response is well within our capabilities. We have created an Incident Action Plan (IAP) and situation reports providing guidance and information to the employees about how we are responding to this incident. This time frame may change based upon the impact on the community. As we see more and more cases, we will push out information at a more regular interval. We are participating with the Center for Disease Control (CDC), the Florida Health Department, and other agencies so that we have a coordinated response. We have already started to put in accelerated sanitation processes, not only in our facilities but also in our apparatus as they treat patients. We have put in place some emergency dispatch protocols, where we are asking sample questions, to try to make our responders as aware as possible of the environment they are about to enter. We are focusing a lot of the supportive equipment necessary to provide services of the protective equipment to our employees. We have also come up with procedures to deal with employees that do develop sickness, not only to identify that, for them to go home but also leave accrual usage and decontamination of the office space they may have occupied previously. We are using a device we have at the Fire Department called an Aeroclave and it lets out a fogged disinfectant that is capable to clean this virus and many others.

Mr. Dowda said the Commissioners have a folder with information on what we have distributed to our employees, providing them some assistance in dealing with this issue. You also have a copy of our current IAP, developed by Chief Peters.

Lastly, you will find a press release that will be issued immediately, now that you have approved the State of Emergency. On the first page, there are some important bullet points. Effective immediately the City will be postponing all events and programs through May 8, 2020. This is based on the Public Health information we have available at this point. We felt it necessary to extend the closures further out. This pause in events will include but may not be limited to the Movie in the Park program, park pavilion rentals, and youth sports in the parks. The Longwood Seafood and Pirate Festival at Reiter Park has been tentatively rescheduled for October 10th and 11th, 2020. All of the City facilities and parks will remain open for individual and general use. The City of Longwood has suspended water service disconnects for Longwood residents related to non-payment through May 31, 2020. All fingerprinting services at the Longwood Police Department are being suspended through May 8, 2020.

Mayor Morgan said it is important to the people at home to understand that there is a level of treating this seriously and doing what the CDC is telling us to do to slow and stop the spread. It is things like creating six-feet of distance and not shaking hands that we can control on our own. The quicker we do that, the better chance we will have at slowing the spread. He encouraged those at home who want to continue following the City's events and cancellations to visit the City's website and social media pages. He also noted to visit the CDC's website to track the latest information and facts on the virus. We are doing our part here by having an abbreviated City Commission meeting to declare the State of Emergency. We will figure out a way on how to move forward with City meetings throughout this pandemic without putting others at risk.

Mr. Dowda said we intend to postpone City Advisory Board/Committee meetings as well and he wanted to make sure there was a consensus to do so.

It was the consensus of the Commission to postpone all City Advisory Board/Committee Meetings.

13. **CITY MANAGER'S REPORT.** No report.
14. **CITY ATTORNEY'S REPORT.** No report.
15. **CITY CLERK'S REPORT.** No Report.

16. **ADJOURN.** Mayor Morgan adjourned the meeting at 6:37 p.m.

Minutes approved by City Commission: 04-06-2020

/S/
Matt Morgan, Mayor

ATTEST:

/S/
Michelle Longo, CMC, FCRM
City Clerk

The Official signed minutes are on file in the City Clerk's Office.