

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

MINUTES
May 4, 2020
6:00 P.M.
(Virtual Meeting – Webex)

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

1. **CALL TO ORDER.** Mayor Morgan called the meeting to order at 6:05 p.m.
2. **MOMENT OF SILENT MEDITATION**
3. **THE PLEDGE OF ALLEGIANCE.** Commissioner Drummond led the Pledge of Allegiance.

A. Election of Mayor

Mayor Morgan turned the meeting over to the City Attorney to conduct the Election of the Mayor.

Mr. Langley stated the election of the Mayor occurs at the first meeting in May of every year and is elected amongst the Members of the Commission. He opened the floor for nominations.

Deputy Mayor Sackett nominated Commissioner Morgan as Mayor.

Commissioner Morgan stated he accepts the nomination.

Mr. Langley closed the floor for nominations.

Nomination carried by a four-to-one (4-1) roll call vote with Commissioner Drummond voting nay.

Mayor Morgan said that when he was nominated for Mayor last year he wanted to do one year of it and then pass the baton on. This was before we got hit with COVID-19 and everyone's world had been twisted upside down, including the role of Mayor here in the City. He clarified that he wants to see this virus through because he has Mayor's conference calls every day to every other day that both combine the City Manager and other times the Chairman of Seminole County. To make a change in that would not be the best thing for the City. He asked Mr. Langley if he could step down as Mayor and do this vote again at the end of August or September, depending on when we can clear through this virus.

Mr. Langley said the Charter provides the Commission elects the Mayor. If the person holding the position of Mayor would like to step away from that position they can do so and the Commission can elect another member of the Commission to be Mayor at that time. You would not lose your position as Commissioner. The Commission would then hold an election at the next available meeting to replace you in that position.

Commissioner Paris asked if there would be anything against directing staff to put that on the agenda in September.

Mr. Langley said if the majority of the Commission wishes that to occur, it would not be a problem. He stated there was nothing in the Charter that states otherwise. The election of Mayor is completely up to the Commission.

Deputy Mayor Sackett moved to hold reelection for Mayor at the first meeting in September. Seconded by Mayor Morgan and carried by a unanimous roll call vote.

4. **COMMUNITY ANNOUNCEMENTS.** None.
5. **PROCLAMATIONS / RECOGNITIONS**
 - A. **District #2 Nomination of the Business Person of the Month Award for May 2020.**

Commissioner Drummond stated he would like to go outside the norm on this and give formal recognition to all the people that have worked and provided essential services throughout the Coronavirus (COVID-19) pandemic, allowing a lot of us to stay home and still enjoy life the way we did before. He would like to name a few people that have provided these services such as grocery store workers, nurses, firemen, and all these people that are working every day putting themselves at risk to provide for the rest of us. He stated he would then like to go back to the Business Person of the Month in July. He asked the Commission for suggestions on who to include on this list of recognitions and these would be turned over to the Clerk.

The Commission agreed with this suggestion.

B. Proclaiming May 10 through May 16, 2020, as “National Police Week”; and “Peace Officers Memorial Day”.

Mayor Morgan read the Proclamation and it will be sent to the Longwood Police Department.

C. Proclaiming May 11 through May 17, 2020, as “Women’s Lung Health Week”.

Mayor Morgan read the Proclamation and it will be sent to Ms. Andrea Giggard at the American Lung Association in Florida.

6. BOARD APPOINTMENTS. None.

7. PUBLIC INPUT

A. Public Participation. None.

8. MAYOR AND COMMISSIONERS’ REPORT

District #3. Commissioner Paris said he encourages all of our citizens and small business owners to adhere to the guidelines and be safe as we are trying to get back to normality. If you need any resources and information there is a lot of it out there as far as navigating this reopening. Besides the City of Longwood, Seminole County and the Seminole County Chamber have information as well. To all the City residents and business owners, good luck and we are here pulling for you.

District #4. Mayor Morgan said the amount of work that continues to go into this Pandemic in the City of Longwood has been something I have

never seen before. It is inspiring, motivating, and the coolest part of it all is that it is generally the ones that have the least, that help the most and think of others first. He used Cheryl Bryant from Wild Hare Kitchen & Garden Emporium and how she has given back to the community as an example of how everyone's spirit in the City has been. During the pandemic, times are really tough and there is a lot of chaos and fear, especially if you watch mainstream news. To be able to see that the City remains positive has been remarkable, and it says a lot about this City and this Commission. This is the first Commission in Seminole County that issued the first state of emergency, had our City employees work remotely from home, locked our City Hall front doors to not cross-contaminate residents with our skeleton crew working inside without losing a single modicum of service along with way, and had a Commission meeting that implemented social distancing. Our City has done a great job in leading the way thus far and that is a team effort.

District #5. Deputy Mayor Sackett said as a teacher he has been waking up at 6:00 a.m. taking care of students and doing so until 9:00 p.m. He encourages people to turn off the news, it is stressful with children at home doing schooling, jobs being lost, no sense of recovery, and no place to go. He said he found the most fun thing to do was to sit around the table and build a puzzle with your family and maybe put up a tent in the backyard and have a cookout. Celebrate your family and everything good about your family. He said it is looking like July 10th will be the graduation of High School. It looks like Woodlands Elementary is going to do a special celebration for their fifth-graders on the same day as well. He commended Lori Rice and said she is a butterfly enthusiast, knows every type of butterfly there is, and she is working with our staff at Reiter Park. He said she gave him some more milkweed seeds and he appreciates how she is trying to grow that part of the park. When we are told that this is over, I would like to celebrate all of our restaurants and continue or extend as far as necessary, the temporary-use flyers and banners through September to have businesses promote that they are open and they made it. He asked if they put a date to suspend the Temporary-Use Permits.

Mr. Gioielli said that he thinks we have a couple of weeks after our emergency order ends.

Deputy Mayor Sackett said he would like to extend it longer up to the Christmas season to make sure we are celebrating with them. He suggested coordinating a Food Truck Fair with the Parks & Recreation Department in September. One thing that did take a remarkable hit during COVID-19 is Babe Ruth Baseball who had to cancel their league. Parents are seeking a possible return on their money for applications.

Their fees, the amount due to the City for concessions, and everything else has taken a hit and gone down to zero. Therefore, there are going to be about \$6,500 delinquent in fees owed to the City, because they do not have it. He said he spoke to Mr. Gioielli who was going to talk within his team of people to see how we can forgive and cover those costs. I think this would be the right thing to do. He asked Mr. Gioielli to address that during his report. He also noted in September, he will go back to Lyman High School to talk about the pool.

District #1. Commissioner Shoemaker agreed with what everyone has said so far and thanked the residents, the staff, and everyone else for all of their diligence and hard work to social distance, and for working together. We have a phenomenal group of businesses and people in this community and I am very grateful for that. Mr. Gioielli continues to work with every situation I throw at him so I am very appreciative of him. I have received phone calls and emails asking if we are having the Car Show next month. The answer is probably no. However, I would recommend when we are ready to open the City back up that we overkill on the announcements of it. I am pleased the City's Facebook does update us, but please make this a priority. Also on Facebook, I saw this is National Clerk's Week and I would like to thank our Clerk for everything she does.

District#2. Commissioner Drummond said Mr. Gioielli has done an amazing job during this crisis. He is very eager to get out there and do the very best he can and he is always there if I have a question. If I call and he does not answer, he is calling me back. He thanked him for the outstanding job. He stated he had a great mentor in the Chief. He said our City Clerk, Ms. Longo is at City Hall every day along with her staff and they are answering phones and helping everyone. She is always there to help keep the Commission informed. She holds a lot of hands to make sure we look good. I just want to tell her how much I appreciate her incredible effort and the City Clerk's office.

9. **ANY ADDITIONS OR DELETIONS TO THE AGENDA.** None.
10. **CONSENT AGENDA**
 - A. **Approve Minutes of April 6, 2020, Regular Meeting.**
 - B. **Approve the Monthly Expenditures for March and April 2020.**
 - C. **Approve Monthly Financial Report for March 2020.**

- D. **Approve an increase of \$60,000 to purchase order #2000244 for Hydra Service Inc. for citywide lift station repairs and maintenance.**
- E. **Approve purchase orders of \$1,344,500 for the acquisition of Capital Equipment as approved in the fiscal year 2019/2020 Adopted Budget.**

Commissioner Drummond had questions related to Item 10E which included defining what an arrow board listed for \$10,000 and the fuel pump listed for \$17,000.

Commissioner Paris said an arrow board directs traffic. It is a trailer that has a directional board used to direct traffic.

Mr. Smith stated we currently have fuel pumps that are about 15 to 20 years old and were recycled. When you try to fill up gas, half of the time it does not work. So this replaced the pump, the reader, and the unit for our two emergency tanks. It is fuel pumps for our big tanks at Public Works that include diesel and gas.

Commissioner Shoemaker stated on the minutes for the April 6th meeting she did not end up leading the Pledge of Allegiance.

Ms. Longo stated a correction was made to reflect Mayor Morgan led the pledge.

Deputy Mayor Sackett moved to approve Items 10A through 10E as presented. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

11. PUBLIC HEARINGS

- A. **Read by title only and adopt Ordinance No. 20-2175, a voluntary annexation for the property located at 1800 Lake Emma Road.**

Mr. Langley read Ordinance No. 20-2175 by title only.

Mr. Gioielli advised the applicant has requested this item be postponed until the May 18th meeting.

Commissioner Drummond made a motion to continue this item to the May 18, 2020 Commission meeting. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

- B. Read by title only and adopt Ordinance No. 20-2178, authorizing the issuance of debt in the principal amount up to \$3,383,900 to finance the Longdale Septic Tank Abatement and Wastewater System Improvement and Expansion Project, Loan Agreement No. WW590540.**

Mr. Langley read Ordinance No. 20-2178 by title only.

Mayor Morgan opened the public hearing. No one spoke in favor or opposition to Ordinance No. 20-2178.

Deputy Mayor Sackett moved to close the public hearing. Seconded by Commissioner Drummond and carried by a unanimous voice vote.

Commissioner Drummond moved to adopt Ordinance No. 20-2178 as presented Item 11B. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

12. REGULAR BUSINESS

- A. Read by title only, set May 18, 2020, as the public hearing date and approve the first reading of Ordinance No. 20-2179, amending Article VI, Division 4, Section 2-294, Meetings.**

Mr. Langley read Ordinance No. 20-2179 by title only.

Ms. Longo stated the Pension Board is requesting the Commission to consider the change in the Code language to allow the Board more flexibility with scheduling meeting dates/times and the only change is to have it state "shall meet quarterly" instead of quarterly on the third Tuesday of the month.

Deputy Mayor Sackett moved to approve Ordinance No. 20-2179 and set May 18, 2020, as the public hearing date. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

- B. Read by title only, set May 18, 2020, as the public hearing date and approve the first reading of Ordinance No. 20-2180, establishing a new Business Tax Receipt Schedule.**

Mr. Langley read Ordinance No. 20-2180 by title only.

Deputy Mayor Sackett had a question regarding some of the language and its consistency with the usage of “Community Development Director or designee” throughout the whole Ordinance.

Mr. Langley advised he could incorporate this recommendation as part of the motion.

Deputy Mayor Sackett moved to approve Ordinance No. 20-2180 with the usage of the language “Community Development Director or designee” being consistent throughout the Ordinance and set May 18, 2020, as the public hearing date. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

- C. Read by title only, set May 18, 2020, as the public hearing date and approve the first reading of Ordinance No. 20-2181, amending Chapter 3 - Section 3.04 (B.3) the Drug-Free Workplace and Alcohol Policy of the City of Longwood Policies and Procedures to clarify language.**

Mr. Langley read Ordinance No. 20-2181 by title only.

Mr. Gioielli presented the Item.

Deputy Mayor Sackett moved to approve Ordinance No. 20-2181 and set May 18, 2020, as the public hearing date. Seconded by Mayor Morgan and carried by a unanimous roll call vote.

- D. City Commission authorization for staff to enter into negotiations with Unison GP LLC and bring back a formal agreement for the purchase of two cell tower easements.**

Mr. Gioielli presented the Item and said the City was approached by Unison GP LLC asking if we would be willing to negotiate the possibility of turning over two existing leases for cell phone towers at Fire Station #17 and the Water Tower, in exchange for a lump-sum payment of \$770,000. The issue is that we do not know how long these cell phone contracts are going to be in existence. Essentially, they are interested in seeing if they can land new deals and bring other cell phone companies to the City at the existing sites. If they were to do that, they would split 50% of the revenue with the City. He said you would be losing the annual revenue which long-term would be of better value to the City, but

there may be some benefit from us taking the lump-sum not knowing how much the market is going to change moving forward. There are some concerns and considerations we would have to work through before we recommend it. Whether or not there is a benefit for the City with COVID-19 being in place and not knowing how the financial forecast is going to be for the next year, there may be some benefit that outweighs in the long run.

Discussion ensued on short-term benefits, effects COVID-19 would have on this, generating income and revenue from this deal, and the risks in having one company taking over management.

Commissioner Drummond moved to authorize staff to enter into negotiations with Unison GP LLC, research further into other options, and bring back an agreement to the Commission for approval. Seconded by Commissioner Paris and carried by a four-to-one (4-1) roll call vote with Deputy Mayor Sackett voting nay.

E. City Commission approval to award the Vehicle Damage Recovery Services to Alternative Claims Management (ACM).

Mr. Gioielli presented the Item.

Deputy Mayor Sackett moved to approve Item 12E as presented. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

F. Read by title only and adopt Emergency Ordinance No. 20-2182, declaring a State of Emergency within the City of Longwood and adopting emergency regulations to address preparations and mitigation of COVID-19.

Mr. Langley read Emergency Ordinance No. 20-2182 by title only.

Mr. Gioielli presented the Item. He said we could probably get by without an extension of the order, however, there may be unforeseen issues that arise as we move through the different phases of reopening. He clarified it was without any specific knowledge or need at this time. The 61-day language was just to show the first day it would expire, as a formality. The language also includes that the Commission can rescind the order at any time, should it be necessary.

Mr. Langley said this Emergency Ordinance has it built-in that it would automatically expire if the Governor's order would expire or be terminated.

Commissioner Drummond moved to adopt Emergency Ordinance No. 20-2182 as presented Item 12F. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

13. CITY MANAGER'S REPORT

Mr. Gioielli provided an update on COVID-19. As of this afternoon, Seminole County has 57 active cases and the City of Longwood has 6 active cases. All of them are at one facility. Staff continues to work effectively and efficiently remotely. Unless we receive other data or information as a result of the State moving through Phase 1, we are anticipating everyone returning to work on May 18th. We are taking information from other cities in Central Florida and we see a few have returned now and some are returning next week. The majority are giving two weeks. I think it is a cautious estimation of seeing what the initial Phase 1 is going to result in and the numbers and data we are going to get. We are anxious to get everybody back. Once our staff returns, we are going to have them working using social distancing. The City provided masks that are voluntary to use. We are going to have daily sanitation of the work areas and continue to use electronic meetings until we get into the final phases as identified by the State. We are almost finalized with the installation of glass partitions in all of our reception areas and we are properly equipped with all of the supplies needed for our staff's safety and protection. I am aware of no staff or any of their family that is ill or not feeling well as a result of this. If we return on May 18, we are anticipating opening our lobbies at the same time. I am open to the Commission's input, but I wanted to propose opening the Parks, the restrooms at Reiter Park, and the playgrounds after sanitation efforts are completed, on Saturday, May 16. We are continuing to see a decrease in calls at the police and fire department. Overall, crime is down. It has been suggested by staff that we take the first lead and open up the Farmer's Market on May 17. Unless there is any objection from the Commission, we would like to move forward with that and have the other events such as the Concert in the Park, Car Show, and the Father and Daughter Dance starting to open up in June if the data continues to support that position. We have received suggestions from restaurants and wanted to assure the Commission that everyone knows about the Temporary-Use Permits and they are taking advantage of the outside seating. We are going to see restaurants that have not had outside seating, start to have outside seating. They will have to get these Temporary-Use Permits and the City is going to approve those permits if it does not cause an issue for safety,

which is the ingress, egress, accessibility for our first responders, and the ability of our citizens to get to their exits and all the things that are associated with that. We will continue to move along with budget preparations. I emailed the Commission about the Comprehensive Annual Financial Report (CAFR) being completed and the great work the Finance Department did. Regarding Babe Ruth, Mr. Gioielli suggested a motion be made on allowing Babe Ruth to waive their contractual obligations to the City for this year, allowing them to not make the payments they normally would. The payments they make to the City are based on how many games they have, the teams they have signed up, and their concession. They have collected no money. He asked the Commission to consider making a motion to waive their payment. The contract for naming rights at Reiter Park with Orlando Health has been signed. We can anticipate the first annual payment for that. We are meeting with West Construction on-site at Reiter Park on Wednesday to get some of the warranty issues fixed and come up with a plan to finalize some air conditioning, lighting, and tree issues for permanent satisfactory resolution for the City. The Publix on Longwood Hills Road and Lake Emma Road has received its Certificate of Occupancy and we are ready for them to tell us when they are going to open. He then shared an email from Nick Miyar, Senior Construction Manager for HGR Construction Inc. who built the new Publix commending the City building department team and City of Longwood's service and support.

Deputy Mayor Sackett moved to support Babe Ruth in its financial situation and forgive all money due through this Spring/Fall semester amounting to under \$7,000.
Seconded by Mayor Morgan and carried by a unanimous roll call vote.

- 14. **CITY ATTORNEY'S REPORT.** No report.
- 15. **CITY CLERK'S REPORT.** No report.
- 16. **ADJOURN.** Mayor Morgan adjourned the meeting at 7:04 p.m.

Minutes approved by City Commission: 05-18-2020

_____/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.

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