

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

**MINUTES**  
**JUNE 21, 2021**  
**6:00 P.M.**

**Present:** Mayor Brian D. Sackett  
Deputy Mayor Abby Shoemaker  
Commissioner Matt McMillan  
Commissioner Matt Morgan  
Dan Langley, City Attorney  
Clint Gioielli, Acting City Manager  
Michelle Longo, City Clerk  
David P. Dowda, Police Chief  
Craig Dunn, Information Technology Director  
Judith Rosado, Financial Services Director  
Chris Kintner, Community Development Director

1. **CALL TO ORDER.** Mayor Sackett called the meeting to order at 6:00 p.m.
2. **OPENING INVOCATION.** Reverend Mother Michelle Roach with Christ Episcopal Church Longwood gave the invocation.
3. **THE PLEDGE OF ALLEGIANCE.** Commissioner McMillan led the Pledge of Allegiance.
4. **COMMUNITY ANNOUNCEMENTS.** Ms. Longo read the following announcements.
  - A. **Orlando Health South Seminole will sponsor the “Concert in the Park” event on Saturday, June 26, 2021, from 7:00 p.m. to 9:00 p.m. Food and beverages will be available for purchase. The band will be *Hayfire* and this is a free event.**
  - B. **The City of Longwood will host an Independence Day Celebration on Saturday, July 3, 2021, from 5:00 p.m. until 9:00 p.m. at Reiter Park, 311 West Warren Avenue. There will be live entertainment, food trucks, and fireworks.**

- C. **The “Downtown Longwood Food Trucks” will be held on Thursday, July 8, 2021, from 5:30 p.m. until 8:30 p.m. at Reiter Park, 311 West Warren Avenue.**
- D. **The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, July 10, 2021, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood.**
- E. **The Senior Matinee will be held on Tuesday, July 13, 2021, from 1:30 p.m. until 4:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month’s feature is *Coming 2 America*.**

**5. PROCLAMATIONS / RECOGNITIONS**

- A. **District #3 Nomination of the Business Person of the Month Award for July 2021.**

Commissioner McMillan nominated Joshua Dinkins, Owner of Acme Superstore, 905 East State Road 434, for the Business Person of the month for July 2021. Nomination carried by a unanimous voice vote.

- B. **Nomination of the Beautification Award.**

Commissioner McMillan nominated Township Plaza for the Beautification Award. Nomination carried by a unanimous voice vote.

Mayor Sackett recommended changing the design of the Beautification Award sign to say “Longwood Beautification Award”. He would like the design presented first and brought back sometime in January.

**6. BOARD APPOINTMENTS**

- A. **Appointment of a member of the Commission as the primary representative to the Council of Local Governments in Seminole County (CALNO).**

Deputy Mayor Shoemaker nominated Mayor Sackett to be the primary representative to the Council of Local Governments in Seminole County. Seconded by Commissioner Morgan and carried by a unanimous voice vote.

Commissioner Morgan asked to have further discussion on whether the CALNO and the Mayors and Managers Group Meetings are a duplication of efforts.

**B. City Commission nomination of a resident to the Board of Trustees for the City of Longwood Police Officers' and Firefighters' Pension Trust Fund.**

Deputy Mayor Shoemaker nominated Bruce Kubec for reappointment to the Board of Trustees for the Police Officers' and Firefighters' Pension Trust Fund. Seconded by Mayor Sackett and carried by a unanimous voice vote.

**7. PUBLIC INPUT**

**A. Presentation. David Dowda, City of Longwood Chief of Police to provide a presentation recognizing Officers William Humphries, Darin Ishani, and Mitchell George for their actions on a call for service.**

Police Chief David Dowda gave a presentation recognizing Officers for their actions on a call for service. Photographs were then taken.

**B. Public Participation.**

Mayor Sackett noted an email from Jim Maloney was received indicating he is in favor of Item 12C, the Police Department site as a potential location for Fire Station #15.

**8. MAYOR AND COMMISSIONERS' REPORT**

**District #5.** Mayor Sackett mentioned his wife is in good health, his mother's passing, and his family. He reported an issue with a tree in the neighborhood that Mr. Gioielli said he would look into. He said they are working it out because the tree is dead and is overlapping a couple of properties and the street. He asked Mr. Gioielli for an update on hurricane preparations. He mentioned Code Enforcement checking on properties before the Special Magistrate meeting and inquired if they are checking on those after for upkeep. He suggested this should be checked on and followed up on quarterly.

Mayor Sackett suggested allowing businesses who are still struggling from COVID to continue the use of their Temporary-Use banners through Christmas.

It was the consensus of the Commission to extend the use of Temporary-Use Banners through Christmas.

Mayor Sackett noticed the wrapped art was around the traffic box next to the Taco Bell. He said he did not think that was going to happen as fast as it did. He mentioned the theme of the July 3<sup>rd</sup> celebration is about Tom Petty and the Community Emergency Response Team (CERT) and Citizens on Patrol (COP) are going to be out there transporting people to and from their vehicles.

Mayor Sackett noted his utility bill increased by \$5.00. He said he gets confused with the barriers on St. Laurent, near the Winn Dixie Plaza. He asked when the barriers are coming down and when the area would be landscaped. He then said he would like to see the Lewis House as a gazebo at the Cemetery.

Mayor Sackett reported on the library impact fee and said it was set in 1991 and it was \$54, now it is \$351. He said he is not going to be bothered by the impact fee because he is not building any houses but was surprised at the 700% increase. He asked why there was such an increase and why did it not get reviewed every five (5) years. He said with it not being reviewed every five (5) years, they could have done incremental boosts. He also said he has not been to the public library lately and libraries have become digital. He suggested impact fees be reviewed sooner than later.

Mayor Sackett reported attending the Mayors and Managers meeting with Sheriff Lemma where opioid prices were discussed and what can be done county-wide. He mentioned the Memorial Day Celebration at the Cemetery. He noted the cemetery needs work and suggested a gazebo. He also suggested adding markers in the cemetery. He advised there is a video on YouTube by the Holderness Family that shows you how to play pickleball.

**District #1.** Deputy Mayor Shoemaker reported attending the Heroes Strong Flag Ceremony. She said she enjoyed it and it was the best one they had even though it rained. She reported stopping by the new Bravo Supermarket on U.S. Highway 17-92. She said she is happy they are there and they have a deli with good food. She then welcomed Ms. Lori Rice's granddaughter Isabella who was in attendance at the meeting.

**District #2.** No Report.

**District #3.** Commissioner McMillan expressed his condolences to Ed Young, chairman of the Seminole Soil & Water Conservation District

Board, for the loss of his father. He reported attending the Grand Opening of Bravo Supermarket and noticed a COVID vaccination site in their parking lot. He also reported attending Papa Bee's Wing Eating Contest. He thanked Mr. Gioielli for responding to his request to add the link for the Florida Department of Transportation's (FDOT) intersection improvements for State Road 434 and Ronald Reagan Boulevard (County Road 427) to widen the lanes and get a slip lane, on the website and social media. He said the City has made its formal comment and the more citizens who add their comments will help us get the attention, funding, and prioritization for this intersection that is so vital to our economy.

Commissioner McMillan reported on "The true, the good, and the beautiful". For "The true", he said June 19 was the first federally recognized celebration of Juneteenth. He said he was glad to see this holiday recognized as a celebration of freedom. On June 19, 1865, in Galveston, Texas, Union General Gordon Granger transmitted General Order 3, which communicated the emancipation proclamation and freed the last slaves in the confederacy. Annual celebrations began among the people the following year and every year thereafter, spreading throughout the south and also following African American communities as they migrated North. For some, the holiday appeared to come out of nowhere. It has been around for 165 years. He said he thinks it is wonderful.

Commissioner McMillan noted Juneteenth joins a couple of other holidays which started among the people and spread before finally being federally recognized. He said Thanksgiving and Columbus Day were a few of those. With today's political environment it is impossible to avoid controversy and he regrets all three of these holidays grew from the pride of the people overcoming social obstacles such as religious persecution, anti-immigrant bias, and the evils of chattel slavery. He said that will not stop him from honoring them. He is interested in learning what connection Longwood has to Juneteenth given the fact that our City was founded shortly thereafter. He looks forward to learning more about that from the Longwood Historic Society.

Commissioner McMillan reported on "The good" as the Father & Daughter Dance on Wednesday, June 16. He saw happy families leaving as he drove by. Over the next two days, two citizens thanked him for having the City host that event. He said he had nothing to do with that event but was happy to pass the gratitude along to the Leisure Services Department.

Commissioner McMillan reported on "The Beautiful" as the Flag Retirement Ceremony on June 14 at Reiter Park organized by Heroes

Strong. He said there was a constant crowd despite the rain. He thanked the Longwood Police and Fire Department for facilitating the event. Those who stayed until the end had the honor of retiring a flag, proceeding from the table of flags, and then depositing the flags in the burning cauldron. He thought this was a very moving experience as the music was playing. He did not expect the ceremony to be participatory, he expected to witness the retirement of the flags. They had a bunch of retired flags on a table and invited members of the audience including students, Cub Scouts, and the Reserve Officer Training Corps (ROTC) to come up, grab a flag, and honorably retire it. He thought this was wonderful and said people learn by doing and there is no better way of learning respect, honor, and reverence than by doing something like that. He said it made the front page of the Sanford Herald and he hopes it continues at the park. He thanked David Rubin and Heroes Strong for pushing this forward and being a great community partner.

Commissioner McMillan wished for everyone to enjoy their Independence Day and encouraged them to attend the July 3 Celebration at Reiter Park.

**District #4.** Commissioner Morgan said he is the Chairman of the Seminole County Republican Executive Committee Community Outreach and reported attending the City of Oviedo's Juneteenth celebration. He said it was a success and his favorite part of the event was how everyone brought their children to it. He said Jackson Heights, a non-profit organization, and Mr. William Jackson set this event up with easy-to-read diagrams and explained the history of how Juneteenth came to be. At this event, he called the Longwood Historic Society president, Tracy, as well as our Black History Committee Chairman, H. Alexander Duncan, and J.P. Gilbert about reaching out to the City of Longwood and as a team formulate an event in the City next year.

Commissioner Morgan said a Longwood senior citizen in need of an air conditioner reached out to him for help. He then reached out to different air conditioning companies and the one that got back to him right away was Dennis Stelling from Armstrong Air Conditioning who created a Go Fund Me and under forty-eight (48) hours, \$3,000 was raised to get her a new air conditioner. It was just put in this past week. He thanked everyone who contributed and shared the post, as well as, Armstrong Air Conditioning.

Commissioner Morgan asked Mr. Gioielli to look into the street lights on the 200 block of East Bay Avenue. He said he was driving by and there is just one street light on the whole block and he feels this is unsafe,

dangerous, and dark. He said with the new townhomes across the street, traffic will increase.

Mayor Sackett noted Rosedale Avenue also had the same issue and sent Duke Energy a picture of the pitch-black street with kids waiting for the school bus that you could not see. He said it took them two (2) years to get that done.

Commissioner Morgan thanked the Longwood Police Department for setting up the traffic radar at the Markham Hills Subdivision front entrance. He hopes the radar picks up the information needed to add stop signs there. He would like to see three (3) at the intersection of concern. He suggested commemorating the 10th anniversary of the Longwood Cruise-In Car Show.

Mayor Sackett said this was supposed to be in the works for September.

Commissioner Morgan said the Longwood Historic Society received a call from the Habitat for Humanity in Georgia who had a piece of furniture from the 1800s with a tag indicating the piece belonged to the Bradlee-McIntyre House. They are bringing it over this Saturday and he invited everyone to the Bradlee-McIntyre House to celebrate. He mentioned a contest called Skate for Mark hosted every year at Candyland Park. He said Mark Stevens was a young adolescent who passed by accidentally taking pain killers laced with fentanyl. He said he was looked up to by many kids, was a big skateboarder in Longwood, and had a very big following. The Stevens will be holding this event on Saturday and invited him to speak. He thanked them for holding this event.

Commissioner Morgan suggested looking into copywriting the term "Strongwood" for City marketing and generating revenue for it.

Discussion ensued on copywriting the term "Strongwood" for the City.

Mr. Langley advised he would look into it and bring it back for discussion.

Commissioner Morgan noted the Bravo Supermarket is not in the City of Longwood. It is in unincorporated Casselberry. The owners asked for a Longwood representative for their Grand Opening. He reported attending their Ribbon Cutting. He said they want to be a part of the City and attended the Heroes Strong Flag Retirement Ceremony. That same evening, he reported attending the Car Show and the Family Safety and Fun Night event by Detective Maurice Edwards from the Seminole County Sheriff's Office Human Trafficking Task Force along with Janet Edwards, CEO of Paving the Way, a non-profit organization. He thanked Leisure

Services for setting up the event. He said the Sheriff's department was pleased with the event.

Commissioner Morgan reported attending the Heroes Flag Retirement Ceremony. He said this was the biggest event yet and there were people from other cities in attendance. He commended and thanked Leisure Services, Mr. Capizzi, and Mr. Ryan Rinaldo for helping Mr. Rubin set up the event, Sgt. Derek Chenoweth who created the logo for that event, and Mr. Rubin for a successful flag retirement ceremony.

Commissioner Morgan reported attending a meeting with Seminole County's Boys & Girls Club Board on Tuesday, June 15. The next day he reported speaking to an at-risk youth group at Lake Mary High School about dreaming big. He thanked them for having him. He mentioned the Seminole Science Charter School contacted him about brand new textbooks and workbooks they had from grades kindergarten to fifth (K-5). He reached out to the Boys and Girls Clubs around Seminole County and asked them if they wanted the books. They did and he is in the process of shipping it to them. The next day he reported receiving a call from the same school wanting to give away their electronic/virtual whiteboard and he gave it to the Sanford Boys & Girls Club who said they could use it. He picked it up and brought it over to them on the weekend. He thanked Seminole Science Charter School for their donations.

Commissioner Morgan said he was invited to speak at the National Teen Age Republicans (TARS) State Convention this year. He is going to talk about leaving a fingerprint in your community, what they are passionate about, and paying it forward.

9. **ANY ADDITIONS OR DELETIONS TO THE AGENDA.** None.
10. **CONSENT AGENDA**
  - A. **Approve Minutes of the June 7, 2021, Regular Meeting.**
  - B. **Approve the Monthly Expenditures for May 2021.**
  - C. **Approve the Monthly Financial Report for May 2021.**
  - D. **Approval of Resolution No. 21-1569; Florida Department of Transportation (FDOT) State Highway Lighting, Maintenance, and Compensation Agreement.**
  - E. **Approve a purchase order in the amount of \$35,000 to McDirmit, Davis & Company for auditing services for fiscal year 2021.**

Mayor Sackett mentioned the concerns he had about the Financial Report and overtime.

Deputy Mayor Shoemaker moved to approve Items 10A through 10E as presented. Seconded by Commissioner Morgan.

Deputy Mayor Shoemaker thanked Ms. Rosado for the work she puts into the second monthly run.

Motion carried by a unanimous roll call vote.

## 11. PUBLIC HEARINGS

- A. **The City Commission to hear a public request for Special Exception (SPE 01-21) to the City of Longwood Development Code (LDC) Article III, Development Design Standards, Sections 3.2.3 (D)(7) and 3.2.3 (D)(10) for a proposed Twistee Treat ice cream restaurant at the intersection of East Street and State Road 434. (This item was continued from the June 7, 2021, City Commission meeting).**

Mr. Langley explained this is a quasi-judicial item and requires any ex-parte communications to be disclosed by the Commissioners. Any discussion a Commissioner had with the developer or any person who was for or against this project, be disclosed before proceeding. In quasi-judicial matters, the Commission acts as a panel of judges, evaluates the evidence presented, any documents or testimony, and evaluates whether or not the criteria for a Special Exception in the Code are met based on what is heard. The applicant has the burden of proof to show that the criteria and the Code have met what is requested to be waived.

Mr. Langley stated anyone wishing to speak on behalf or in opposition to this agenda item is requested to step forward, stand, and be sworn in. He then swore in those wishing to speak.

Mr. Langley asked for disclosure of ex-parte communications by the Commissioners. There were no ex-parte communications.

Applicant Kelly Frolic, Twistee Treat. She introduced herself and said the Twistee Treat brand started in 1983 and grew very rapidly through a franchise system. In 1989, they went bankrupt and in 2010 the trademark and brand were purchased and started growing the brand again. There are thirty-five (35) stores

throughout Central Florida. She said they have been very successful and would love to come to this community. The building is unique and part of their brand. They try to bring back a sense of community, having fun, and quality time with your family. They believe the building and getting your ice cream from a big ice cream cone is part of that fun atmosphere and is important to them. She hopes the Commissioners support their request to build the building as is. She then showed pictures of the building.

Mr. Kintner presented the Item and said the Longwood Development Code does not anticipate an ice cream cone design. It is a unique structure that is part of the brand. There are many standards. The request is consistent with the spirit and intent of the code and provides equal or better results from the Code. There is language in the Code about alternative building design. He said we are comfortable with it and it is a pattern developing in several Central Florida cities. He then answered questions.

Discussion ensued about the structure of the building and the four special exceptions.

Mayor Sackett opened the public hearing. No one spoke in favor or opposition to Special Exception 01-21.

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

Commissioner Morgan moved to approve Special Exception (SPA 01-21) as presented Item 11A. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

## **12. REGULAR BUSINESS**

- A. Read by title only, set July 19, 2021, as the public hearing date, and approve the first reading of Ordinance No. 21-2200, a Small Scale Comprehensive Plan Amendment (SPA 01-21) for properties at 250 North Street and Pineda Street.**

Mr. Langley read Ordinance No. 21-2200 by title only.

Deputy Mayor Shoemaker declared a conflict of interest on this Item and stated she would be abstaining from voting. She said she prepares the accounting and taxes for Anselmo Godhino, a

general and domestic partner with the Seminole County business bordering the land in the City of Longwood requesting a land-use change. She said she has a financial interest, as a paid tax preparer, with Mr. Godhino and therefore will be abstaining from voting to avoid any perception of a possible conflict.

Mr. Langley clarified it would take all three (3) Commissioners to approve the Item to pass. All votes require a minimum of three (3) affirmative votes to pass.

Mike Rich, Elevation Development, 121 South Orange Avenue, Orlando. He said he is the contract purchaser of the property and seeking to change plan use as recommended and suggested by staff. He said they are in total agreement with their findings and are looking forward to enhancing south Longwood. They think the mix-used infill development is very appropriate and look forward to a Class A type project.

Mr. Langley asked if Mr. Rich wishes to proceed with the Item considering there is one (1) abstained vote and one (1) vacant seat or wait until after the Special Election when there will be an additional Commissioner.

Mr. Rich said he would like to proceed since there are time constraints they need to be mindful of.

Eric Lagassey, Consulting Engineer for Kimley-Horn & Associates, 189 South Orange Avenue, Suite 1000, Orlando. He presented the Item and said Exhibit 1 depicts the location of which they are requesting approval of a small-scale comprehensive plan amendment of two parcels located on the west side of Ronald Reagan Boulevard (County Road 427) near the intersection of Dog Track Road. He requested both parcels have a future land use of infill mixed-use and be included in the Lyman planning district. The request is consistent with the surrounding area and most properties immediately adjacent to the subject parcels are designated as infill mixed-use. Approval of this amendment would provide a local extension to the boundaries of the infill mixed-use districts. The subject properties will be included as part of a larger mixed-use development program comprised of 14.3 aggregate acres. It will include the other three (3) infill mixed-use properties adjacent to the east.

Mr. Lagassey said the proposed amendment will allow the development of cohesive mixed-used infill projects that include

multi-family residential options and retail opportunities for the residents of Longwood. By approving this amendment the City will provide the conditions for the development of additional housing adjacent to the quarter envisioned for infill and mixed-use development and proximity to schools and the Sunrail. The amendment is consistent with the market trends and would help to address the increased demand for mixed-use development and additional housing options in the City. The project will not adversely affect levels of service as there are adequate public facilities to serve the proposed land use as mentioned in the City of Longwood's staff report.

Mr. Lagassey said the amendment is consistent with the City of Longwood comprehensive plan and as such discourages urban sprawl and encourages the development of infill properties, promotes a horizontally mixed-use development on aggregated parcels with a mixture of uses within the IMU district, and is supporting the provision of the housing units of various types, sizes, and costs. The applicant is supportive of the City's community design goals and the applicant will comply with applicable compatibility standards.

Mr. Kintner presented the Item and said this is a land-use change generated by the applicant. He said it is always tough when you have a land-use change since it is directly associated with the project. Land-use changes run with the land, meaning if a particular applicant came in and decided not to do the project and sells it to someone else, the land-use change stays with it. The land-use changes with the property and not with any particular project. There is infill mixed-use on Ronald Reagan Boulevard (County Road 427) adjacent to the corridor through with some industrial behind it. Staff is seeing changes in this area and are comfortable with this while being cognizant there are some incompatibilities in the short term. Staff asked the applicant to do a general overview of the impacts of the projects and the land-use change is not going to have an impact on our facilities. He then answered questions.

Discussion ensued about the plans for the land and introducing a commercial-only zoning category to the land use districts.

Commissioner McMillan moved to approve Ordinance No. 21-2200 and set July 19, 2021, as the public hearing date. Seconded by Mayor Sackett and failed by a two-to-one (2-

1) roll call vote with Deputy Shoemaker abstaining and Commissioner Morgan voting nay.

- B. Read by title only and adopt Resolution No. 21-1568, which amends the Fiscal Year 2020/2021 budget to appropriate funds for the 2020 Coronavirus Emergency Supplemental Funding Program Grant #2021-CERF-SEMI-1-5A-036.**

Mr. Langley read Resolution No. 21-1568 by title only.

Commissioner Morgan moved to adopt Resolution No. 21-1568 as presented Item 12B. Seconded by Commissioner McMillan and carried by a unanimous roll call vote.

- C. City Commission discussion on the Police Department site as a potential location for Fire Station #15.**

Mr. Kintner presented the Item and said it is the staff's goal to get the Fire Station and Police Station built cost-effectively. He said the Downtown location does create less than optimal issues for police and fire. The cost of the Fire Station is going to be significant. He said there is enough money to do three (3) different sites but things can be moved around if needed, however, there are a finite amount of hours we can put the consultant to work on. He said Powell Street is a baseline option but creates some issues and would not support a Police station if the long-term goal is to have something for both. He asked for guidance and answered questions.

Discussion ensued on potential locations and properties for the Police and Fire departments.

Mayor Sackett moved to have a formal discussion that includes the Fire and Police Chiefs. Seconded by Commissioner Morgan and carried by a three-to-one (3-1) voice vote with Commissioner McMillan voting nay.

- D. Mayor Sackett requests City Commission discussion on the Library Impact Fee Technical Committee Meeting.**

Mayor Sackett stated his concerns about the significant increase of impact fees over the years and asked what can be done about monitoring these over the years.

Mr. Kintner said the City can express its concerns to the County in an official manner.

Mr. Gioielli noted there is a new state law requiring an increase be more gradual moving forward.

- E. City Commission and consideration of reappointment of the Acting City Manager for one-hundred and twenty (120) day period commencing at 12:01 a.m. on July 13, 2021, and ending at 12:00 a.m. on November 10, 2021. If the City Commission reappoints Mr. Gioielli for an additional period, the provisions of the Memorandum of Agreement, as previously amended, shall continue to apply as contemplated by the Second Amendment to the Memorandum of Agreement.**

Commissioner Morgan moved to approve Item 12E as presented. Seconded by Commissioner McMillan and carried by a unanimous roll call vote.

**13. CITY MANAGER'S REPORT**

Mr. Gioielli thanked the Commission for being supportive. He reported on hurricane preparation and said staff has taken steps such as ensuring to move forward should an activation of our local Emergency Operations Center (EOC) be necessary. City Staff has already started training with Seminole County EOC staff so there will be a smooth transition between the two organizations that work with the State during hurricane operations. Locally, our staff has started to maintain and address any retention pond issues while ensuring that our emergency equipment specifically generators and additional backup equipment for lift stations are in place. There was an intentional delay with the St. Laurent barriers evaluating traffic patterns should additional changes be necessary before the finalization of the intersection. He said he would inquire about it to see when it can be finalized and make it nicer.

Mr. Gioielli said there has been a deactivation at Seminole County EOC regarding the pandemic including the closing of the Oviedo Mall where COVID vaccinations were available. Testing will still be available at two kiosks provided by Seminole County located in Red Bug Lake Park and the other at the Seminole County Museum. They are both open seven days a week. Vaccinations will now be offered in Seminole County through the Florida Department of Health and True Health located in Casselberry, Sanford, and Alafaya.

Mr. Gioielli said he has requested Mr. Smith, Public Works Director, submit a request to evaluate the necessity for traffic lights in the 200

block of Bay Avenue. He also requested Mr. Smith ask for an independent review from an engineer regarding the request for traffic stop signs at Hearthstone Lane and Ridgeline Run. He reported on Temporary Use permits and said he will ensure they continue in effect until January 1, 2022.

Mr. Gioielli said he informally learned about the final wrap that went up at the traffic box on Ronald Reagan Boulevard (County Road 427) and State Road 434 by the Seminole County Cultural Arts Council. He clarified staff was not aware of that and he emailed the Council. He reported receiving a rough draft quote for the necessary work to completely rebuild the Lewis House estimated at \$100,000. He said should the Commission elect to move forward with that and elect plumbing, there would be an additional \$20,000 charge. If electrical were necessary it is estimated at \$10,000. If we were going to use this as a fully functioning building, the utility hookup would be at an additional cost. Moving the building is estimated between \$7,000 and \$10,000 assuming moving power lines would not be necessary. He said unless the Commission wants another option, we have gone back and asked Armon & Sons if they could give us a rough idea on what it would cost to turn the building into a gazebo and moved over to the cemetery. They are also looking into grants that may be supportive of our goal.

Mr. Gioielli advised they are moving forward on reviewing and collecting statistics and data on the potential for the annexation of the VFW property. We will be in contact with representatives from that property soon. For the American Rescue plan, he said we are continuing to seek more guidance presented and we have until 2024 to decide what is the best use of the money for our community. He noted there has been communication with other City Managers in Seminole County and we are hoping to collect data to bring to the Commission suggesting ways we can collaboratively work together as a county for community outreach.

Mr. Gioielli reported on the Father-Daughter dance and said it was popular. Tickets sold out almost instantly. We were able to track the communities with the highest representation at the event. Those communities were the City of Apopka, Winter Springs, and Orlando. He reported the July 3 celebration is set up. There is an operational plan in place, we are staffed appropriately for fire rescue personnel and law enforcement, and transportation efforts have been set up to help move some of our customers from the Sunrail.

Mr. Gioielli said he was tasked by the Commission to create a Public Relations position. After consultation with the Finance Director and seeing the industry standards on the position he thinks the Commission

will be interested in, we have been able to come up with an appropriate salary and benefits. The salary is estimated at a little under \$50,000 plus benefits, estimated at \$68,773 a year salary and benefits. The position is in the budget for the next fiscal year. If there is a strong interest in the position before the next fiscal year budget, staff can move forward without increasing the budget by using the unused Deputy Chief money from the Police Department salary and benefits lines. He said staff has suggestions on responsibilities and duties they think would best serve the Commission's wishes.

It was the consensus of the Commission to approve a new position.

Mr. Gioielli said we can provide training on different topics to this individual. They could be responsible for the content and material on the City's website making it consistent with the way it is being presented. They can capture the material of the things going on in the City either through digital imaging or videos including things involving great accomplishments of our City employees, events, achievements, or recognitions that go on with our City Council such as awards, proclamations, or ribbon cuttings. We can ask this individual to oversee this City's social media, initiate press releases, network and develop relationships with those in the media, comprise email lists of different businesses, and become a civil coordinator on things like business clubs, faith-based organizations, youth support, and volunteer services. He suggested the position be assigned to the City Manager's office since it is the one position that touches every department and works closely with the Commission. He said that while we hope for no reason to activate our EOC or have Emergency Preparedness necessities, this individual changes the role should the City find itself in a position where they need to share critical information to keep our residents safe.

Mr. Langley stated the Commission can do a roll call vote to approve a new position but believes a budget transfer will need to be done in the future.

Commissioner McMillan moved to approve the creation of a Public Information Officer reporting to the City Manager.  
Seconded by Commissioner Morgan and carried by a unanimous roll call vote.

**14. CITY ATTORNEY'S REPORT.** No report.

**15. CITY CLERK'S REPORT**

Ms. Longo said the Annual Florida League of Cities conference will be held in Orlando this year from August 12 through August 14. She advised

she would be reaching out to the Commission to confirm their attendance for registration purposes. At the July 19 meeting, we will designate one official to be the voting delegate for the conference. Each year there are policy committees the League has. If anyone is interested, she will inquire about additional information. She mentioned the two gates at Longwood Memorial Gardens on Grant Street and Credo Street and said there has been an increase in traffic going through these gates. The gates are open at 8:00 a.m. and close at sunset Monday through Sunday. There was a recent disruption with an active service that was going on. In an attempt to cut through traffic, and keep the peace and tranquility of the cemetery for an active funeral and visitors, she asked the Commission about keeping the Credo Street gate closed and only open it should there be a funeral or reason to open that side.

Discussion ensued on signage or blockage for the Credo Street gate entrance.

Mayor Sackett suggested closing the Credo Street gate for three months on a trial basis.

Ms. Longo clarified the intent is to keep the Credo Street gate closed all the time, to avoid the cut-through traffic that is occurring daily. She also noted the Grant Street entrance would be open and used as the main entrance.

It was the consensus of the Commission to close it and use signage on a trial basis.

She reminded the Commission that the July 5 meeting was canceled, the next regular Commission meeting will be on July 19, and the Budget Workshop is set for July 12.

**16. ADJOURN.** Mayor Sackett adjourned the meeting at 8:37 p.m.

Minutes approved by City Commission: 07-19-2021

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**Brian D. Sackett, Mayor**

**ATTEST:**

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**Michelle Longo, CMC, FCRM**  
**City Clerk**

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