

**AGENDA MINUTES  
CITY COMMISSION MEETING  
VENETIAN CENTER, 1 DOZIER COURT  
MONDAY, FEBRUARY 22, 2021 5:30 PM**

**1. CALL TO ORDER**

The City of Leesburg Commission held a regular meeting Monday, February 22, 2021, at the Venetian Center. Mayor Christian called the meeting to order at 5:30 p.m. with the following members present:

Commissioner Jimmy Burry  
Commissioner Jay Connell  
Commissioner Dan Robuck  
Commissioner Mike Pederson  
Mayor John Christian

Also present were City Manager (CM) Al Minner, City Clerk (CC) J. Andi Purvis, City Attorney (CA) Fred Morrison, the news media, and others.

**INVOCATION**

Commissioner Robuck gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**2. PROCLAMATIONS**

There were none.

**3. PRESENTATIONS**

**A. Certificate Recognizing Madison Rowland**

Mayor Christian presented Madison Rowland with a certificate of appreciation recognizing her dedication and commitment to the betterment of both the citizens and the City of Leesburg. She has put in countless hours volunteering to help the children, youth and the elderly. It is commendable and the community thanks her for being such an outstanding ambassador for this great city. He congratulated her on the well deserved recognition from the Florida's Hometown USA program.

**4. PUBLIC COMMENTS:**

**This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.**

David Serdar provided the Commission with a brief overview of the different communities and meetings he has attended over the past few months.

**5. CONSENT AGENDA:**

**Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call**

**Items pulled for discussion:**

**5.C.3 - Lease Agreement with Bases Loaded Consultant Group for office space at the Leesburg Business Incubator;**

**and**

**5.C.7 - Authorizing City Manager to disperse an additional \$169,687 of Cares Act funding.**

Commissioner Pederson moved to adopt the Consent Agenda except for 5.C.3 and 5.C.7, and Commissioner Robuck seconded the motion.

The roll call vote was:

|                       |     |
|-----------------------|-----|
| Commissioner Connell  | Yes |
| Commissioner Robuck   | Yes |
| Commissioner Burry    | Yes |
| Commissioner Pederson | Yes |
| Mayor Christian       | Yes |

Five yeas, no nays, the Commission adopted the Consent Agenda, as follows:  
(Each item has its coordinating Resolution number listed below the header)

**A. CITY COMMISSION MEETING MINUTES:**

- 1. Regular meeting held February 8, 2021**
- 2. Regular meeting held December 21, 2020**
- 3. Regular meeting held December 14, 2020**

**B. PURCHASING ITEMS:**

- 1. Resolutions authorizing execution of task orders with Booth & Associates,**

**LLC for professional engineering services related to substation transformer replacements by the Electric Department.**

- a. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Task Order with Booth & Associates, LLC to provide design services related to the transformer change-out at Picciola Substation Transformer #1 for an amount not to exceed \$109,705.00; and providing an effective date.**

**Resolution 10,804**

- b. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Task Order with Booth & Associates, LLC to provide design services related to the transformer change-out at Center Substation Transformer #2 for an amount not to exceed \$109,705.00; and providing an effective date.**

**Resolution 10,805**

2. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an Amendment One with Halff Associates, Inc. (fka BESH, Inc.) approving assignment of the Agreement and renewing the Agreement through September 30, 2022; and providing an effective date.**

**Resolution 10,806**

**C. RESOLUTIONS:**

1. **Resolution of the City Commission of the City of Leesburg, Florida, enacting revised Rate Schedules for rental lighting and municipal lighting services, to add rates for newer LED fixtures now available; nullifying any previous Rate Schedules for these services; and providing an effective date.**

**Resolution 10,807**

2. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute an Agreement with Kimley-Horn for Planning Review Services; and providing an effective date.**

**Resolution 10,808**

4. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an agreement with Lake County to approve terms set forth in the Tourist Development Sponsorship of the BIG 10 Softball Tournament; and providing an effective date.**

**Resolution 10, 809**

5. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute the Community Development Block Grant Program Sub-Recipient Agreement and Declaration of Covenants Restrictions between the City of Leesburg and Lake County Government for construction of the Leesburg Teen Enrichment Center; and providing an effective date.**

**Resolution 10,810**

6. **Resolution of the City Commission of the City of Leesburg, Florida, accepting and approving a plat for Liberty Preserve, a subdivision of the City of Leesburg, Florida, being a portion of Section 10, Township 19 South, Range 25 East, City of Leesburg, Lake County, Florida, and accepting and dedicating to the use of the public any easements or public places shown thereon as being dedicated to the public; and providing an effective date. (Liberty Preserve Plat)**

**Resolution 10,811**

3. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the City Manager and City Clerk to execute a Lease Agreement between Bases Loaded Consultant Group and the City of Leesburg for office space at the Leesburg Business Incubator for a three-year term; and providing an effective date.**

**ADOPTED RESOLUTION 10,812**

Commissioner Robuck introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Robuck made motion to adopt the resolution and Commissioner Pederson seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Mayor Christian stated he pulled this item because he wants to hear more from the applicant and staff because this company just opened in November of 2020 and they have only been in business for four

months. He wanted to make sure staff has done their due diligence to make sure this company is stable. He would also like the applicant to provide an overview of what the company offers and what their plans are for Leesburg.

Deborah Jayne, Bases Loaded Consulting Group, stated her company offers virtual assistance and event planning. She is new to Leesburg and is looking to get involved in the community. **Mayor Christian** commented that he was concerned with this being a new company. He does not know what the city's vision was for the incubator but he was aware that it was three-year term. He wanted to verify that staff did their vetting to make sure this company will be made to fulfill this lease. **CM Minner** replied that staff is comfortable in moving forward with this lease. **Mayor Christian** mentioned this company just started four months ago and this is a big leap with no financials or background. He wanted to make sure we are not creating a precedent for other companies that come in asking for a lease because we will have to treat them with the same respect. We need to make sure we are not setting a precedent for other businesses like this to come in where they have only been in business for a few months with no background.

The roll call vote was:

|                       |     |
|-----------------------|-----|
| Commissioner Robuck   | Yes |
| Commissioner Burry    | Yes |
| Commissioner Pederson | Yes |
| Commissioner Connell  | Yes |
| Mayor Christian       | No  |

Four yeas, one nay, the Commission adopted the resolution.

**7. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the City Manager to disperse an additional \$169,687 of Cares Act funding; and providing an effective date.**

**ADOPTED RESOLUTION 10,813**

Commissioner Pederson introduced the resolution to be read by title only. CC Purvis read the resolution by title only.

Commissioner Robuck made motion to adopt the resolution and Commissioner Pederson seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Pederson asked for clarification on how this money will be spent. He understands there were applicants left over from the first go round and that this money would go to them. He has heard nothing but compliments on this program and it appears to be going well; but requested further clarification. **CM Minner** commented that originally we received just under 1.2 million dollars from Lake County in Cares Act funding. In October of 2020 the Commission divided the City into four categories; category one (mall), category two (downtown business/property owners), category three (Leesburg businesses) and category four (CDC and Chamber help). For the current businesses that held a business tax receipt, if they had five or more employees they would be awarded ten thousand dollars and if they had five or less employees they would receive five thousand dollars, and that was originally funded at approximately two hundred and fifty thousand dollars. The County came back towards the end

of December and said there maybe more money but that did not pan out; however, they did say they may go back and fund the public safety expenses. He remembers reporting to the Commission that if we received the funds of seventy five thousand dollars for the public safety expenses, that the suggestion would be that instead of reimbursing ourselves we would take that county grant and apply it to the program. In essence, the City would eat the public safety expenses associated with Covid for the last fiscal year, which was in the neighborhood of about seventy five thousand dollars. The city was awarded that money and received a check for one hundred sixty nine thousand dollars. He asked that instead of reimbursing ourselves, we take that money and apply it to category three. With the first submittal of requests we received over a hundred applications and were able to fund almost the first seventy-five applicants. There were two or three that were disqualified because they were not in the city limits. That left about twenty five to thirty of the original applicants pending, so if we shift this money to category three we should be able to cover everyone who was left pending.

The roll call vote was:

|                       |     |
|-----------------------|-----|
| Commissioner Burry    | Yes |
| Commissioner Pederson | Yes |
| Commissioner Connell  | Yes |
| Commissioner Robuck   | Yes |
| Mayor Christian       | Yes |

Five yeas, no nays, the Commission adopted the resolution.

**6. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:  
COMPREHENSIVE PLAN INFORMATION SIGN-UP SHEET (YELLOW)  
AVAILABLE**

**A. SECOND READING OF ORDINANCES**

**1. None**

**B. FIRST READING OF ORDINANCES**

- 1. An Ordinance of the City of Leesburg, Florida, implementing the will of the Electors of Leesburg as expressed in a Referendum approving the Amendment of Article I, Sections 8 and 9 of the City Charter, to Create Five (5) Single Member Districts for City Commissioners; establishing new District boundaries based on updated Census information to as to create Districts which are reasonably compact and roughly equivalent in population; establishing a staggered schedule for the Election of Commissioners from the various New Districts; providing a savings clause; repealing conflicting Ordinances; and providing an effective date.**

Commissioner Pederson introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Mayor Christian requested comments from the Commission and the audience.

Mayor Christian commented he has spoken with the City Manager about this since the last meeting because with district two; which would be the future district one, when running the numbers from the census data in the spirit of the federal lawsuit they started talking about the census popularity and population. When staff went through the formatting they did not think about voting and the voting age or that even though we may have an equal number of residents, if not looking at the voting age that takes away from the spirit of the federal consent decree. Staff is looking into more information and will bring back more data at the next meeting. He asked that the commission allow the city manager more time to work with the numbers and the data to look at those above eighteen to make sure that we are still within the intent of the 1984 lawsuit. For example, if we have a house of two adults and three children and another house that has just two adults, referring to voting we really are not a majority because we have a minority. Staff will review the voting age and check to see that we get those numbers verified so that we are in compliance. **CM Minner** agreed that we are looking for a minority majority district over fifty percent with voters eighteen years and older. He believes we will get there; however, he does not think we can go across town and replicate the current district two. He remarked that we would have to nip a couple of the census tracks; 313, 1175, and 1119, and that would only be talking about two hundred or so folks to get to that number above that fifty percent. We will get there while keeping the intent of the lawsuit, the continuity of the districts, both compact and contiguous, and in keeping with what the districts look like now.

**Commissioner Robuck** questioned as we have more and more retirement communities coming in should not those districts be underrepresented, population wise, given that they are ninety-nine percent over voting age and our core district is probably nowhere close to that. **CM Minner** answered that when we have that growth we will be redrawing the lines again; The Villages is looking to start construction on the 470 property in 2023, with a finish buildout by mid 2024. Three thousand units times two means we would have about six thousand more people in that district and that would be the future district two. That means six months before the election that district would be filled and depending on how much hubbub happens we would be redrawing that district by 2024 or 2026. **Commissioner Robuck** asked if after he makes the tweaks would he provide the voting populations of all districts. **CM Minner** provided a handout representing the voting ages for the districts. Referring to his handout, he stated it does not change any of the drawn districts, but the biggest change was in district one, going from a fifty four percent minority majority to a forty five percent minority majority. Referring to the chart he also stated that the numbers in the gray area represent the percentages of the total districts and the numbers below that, which are not shaded, represent the percentages of the districts that are over eighteen.

**Commissioner Robuck** asked the city attorney when drawing these districts are we allowed to look at the voting age versus the non-voting age. **CA Morrison** responded that he has not seen any specific authority on that, but just using commonsense, since these are supposed to be divisions for voting purposes, he would think that would be appropriate.

**Commissioner Robuck** stated what strikes him is if we have thirty six hundred in one district and forty seven hundred in another we are under representing that district by twenty five to thirty percent because district one has three thousand six hundred and sixty over the age of eighteen and district three has four thousand seven hundred and eight over the age of eighteen, which is a huge percentage difference.

**Commissioner Pederson** commented that both commissioners have brought up excellent points and he would like an additional line added for every district that shows the number of people old enough to vote. **CM Minner** said he does not think that number is that significant because the ratio is affecting everyone about the same, except for district three because that district is primarily a retirement area. With doing some quick math the difference in each district would be; district one six hundred, district two eight hundred, district three three hundred, district four five hundred and district five six hundred.

**Commissioner Robuck** pointed out that district one is one thousand one hundred and fifty and we would need a lot more people in that district. We need to keep this in mind for 2024 because this is going to

start impacting the core of Leesburg as we have a district that is one hundred percent over the age of eighteen.

**CM Minner** asked when was the public hearing. **CC Purvis** responded March 8. **CM Minner** asked the city attorney if they could hold this item over until the March 22 meeting to allow for time to advertise the new map. **CA Morrison** stated that would be advisable.

**Mayor Christian** announced that the public hearing for this item will be held on March 22, 2021.

2. **An Ordinance amending the comprehensive plan of the City of Leesburg, Florida, changing the Future Land Use designation of certain property containing approximately 4.87 acres, from Institutional to Low Density Residential, for a property generally located west of Lee Street, south of West Line Street and east of Perkins Street, as legally described in Section 26, Township 19 South, Range 24 East, Lake County, Florida; and providing an effective date. (*Lee Street Village FLUM*)**

Commissioner Burry introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Robuck stated he is excited to see something happening with this property. **CM Minner** echoed Commissioner Robuck's comments. **Commissioner Pederson** also commented that this is a great project for Leesburg.

Greg Beliveau, for the applicant, stated they are ready to start.

3. **An Ordinance of the City of Leesburg, Florida, amending the development conditions on a SPUD (Small Planned Unit Development) zoning on approximately 4.87 acres, to allow for residential development for a property generally located west of Lee Street, south of West Line Street, and east of Perkins Street, as legally described in Section 25, Township 19 South, Range 24 East, Lake County, Florida; and providing an effective date. (*Lee Street Village SPUD*)**

Commissioner Pederson introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Mayor Christian requested comments from the Commission and the audience. There were none.

4. **An Ordinance of the City of Leesburg, Florida, amending the City of Leesburg Comprehensive Plan to establish criteria for a Historic District Density Bonus, based on certain criteria, establishing appropriate policies to ensure compatibility, providing for conflict with other ordinances, providing a savings clause; and providing an effective date. (*CPTA Historic District Density Bonus*)**

Commissioner Robuck introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Mayor Christian requested comments from the Commission and the audience. There were none.

5. **An Ordinance of the City of Leesburg, Florida, amending the City of Leesburg Land Development Regulations by establishing criteria for density bonuses in Article IV – Section 25-292 *Supplemental District Requirements*; providing for conflict with other ordinances, providing a savings clause; and providing an effective date. (Historic District Density Bonus Chapter 25)**

Commissioner Burry introduced the ordinance to be read by title only. CC Purvis read the ordinance by title only.

Mayor Christian requested comments from the Commission and the audience. There were none.

**C. NON-ROUTINE ITEMS**

1. **None**

**7. INFORMATIONAL REPORTS:**

**The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required. NONE**

**8. CITY ATTORNEY ITEMS:**

CA Morrison had nothing this evening.

**9. CITY MANAGER ITEMS:**

CM Minner had nothing this evening.

**10. ROLL CALL:**

Commissioner Pederson had nothing.

Commissioner Burry had nothing.

Commissioner Robuck had nothing.

Commissioner Connell had nothing.

Mayor Christian stated he hopes everyone celebrates black history month and encouraged everyone to learn something new about the African American culture and share that with their friends and family.

**11. ADJOURN:**

**PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.**

**F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.**

The meeting adjourned at 6:00 p.m.