**AGENDA MINUTES**
**CITY COMMISSION MEETING**
**VENETIAN CENTER, 1 DOZIER COURT**
**MONDAY, NOVEMBER 8, 2021 5:30 PM**

## 1. CALL TO ORDER

The City of Leesburg Commission held a regular meeting on Monday, November 8, 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

Mayor Christian gave the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

Before beginning, Mayor Christian duly informed the audience that the Sunnyside cases (Annexation/Comp Plan/Rezoning) had been pulled from the agenda. They will be brought back before the Commission on the December 20th agenda. **CM Minner** pointed out that staff received a notice from the developers of Sunnyside regarding a conflict and they would not be able to make their presentation. They asked that we open the meeting and then immediately close it. We informed the developers that was not a good process because of the advertisement and the rehearing. We suggested that since they could not make it, we readvertise the second hearing which would restart the clock. The cost for that would be on the city's dime and that is about one thousand dollars. That is a lot of money, but in the large scheme of things, we need to get this done. We are in the process of re-advertising for the second hearing and it will be held on Monday, December 20, 2021.

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

## 2. PROCLAMATIONS:

### A. None

## 3. PRESENTATIONS:

### A. Leesburg Center for the Arts Murals - Maria Stefanovic

Maria Stefanovic, Executive Director of the Leesburg Center for the Arts, stated she was present to discuss the Lake Walls Muralfest for the historical downtown Leesburg. There are seven different murals being proposed for seven different walls within the downtown area. The murals would be located on side or back streets; they would not face any main streets. A few of the buildings being recommended for the murals include the Center for the Arts, the Tropics building, the City parking garage, and the Leesburg Partnership building. The Partnerships building would be the side facing Magnolia. The Mystic Ice Cream, the Renew Day Spa, the Heritage Museum and the Water Gypsy Coffee Company are also buildings being recommended for murals. In 2018, the City Commission approved a Master Plan for the downtown where connectivity and the arts were the theme and they want to create murals which compliment the Art Festival. They would like to begin these murals and have them done within a two-week time slot beginning in March of 2022. There are prices associated with each mural and they plan to offset those costs with property owner investments, business owner investments, grants and sponsorships. They have already taken this to the Historic Preservation Board and received their approval. She is here now requesting approval from the Commission so they can move forward with this project.

**Mayor Christian** requested comments or questions from the Commission.

**Commissioner Robuck** wanted to point out that right now we do not actually know a timeline to make a decision when it comes to the Center for the Arts or the Leesburg Partnership building. We may also need to discuss the Historical Museum and the long term viability of these buildings, including what the plans may be for these buildings. He suggested starting the murals on some of the other buildings first and maybe within the next year, we will be able to figure out plans for the other buildings. **Ms. Stefanovic** stated there would be no cost to the City for this project. **Commissioner Robuck** commented that there would be no cost to the City, but there would be costs to someone somewhere. He wanted to mention this now, so maybe they would not want to spend their money right now considering these are city buildings and we do not know where they will be in the long term. **Ms. Stefanovic** asked if he thought those buildings would be there over the next three years. **Commissioner Robuck** answered the museum could be, but he was unsure about the Center for the Arts building. We have not had that conversation yet, so we do not know. **CM Minner** remarked on Commissioner Robuck's comments that this is definitely one that the Arts Center should consider because the long term viability of that building is in question. There may be some on the commission that would want to tear it down and some that may want to refurbish it. It could be one to three years for that building or it could be there forever. We will not know until we have that discussion. **Commissioner Pederson** asked if we had recently approved any money to improve the Center for the Arts building. **CM Minner** replied no, they have not improved anything outside his authority, which is fifty grand. **Mayor Christian** remarked that this may be a discussion we need to have before saying anything because he is not prepared to make a decision tonight. As Commissioner Robuck said, when we have to fix the building after they paint it, we will look like bad guys. Who knows, we may even have to tear it down or just have to paint over it because we had to replace just a portion of the building. After we do our improvements to the building, they will have to go repaint the mural. At this point do we make a decision as a Commission on what our plans or thoughts are, because in two years there will be a different Commission and there could be a different discussion at that point. He likes this idea, but before they go and paint city buildings, he would like to have someone in the city look at them so we know what the murals will look like and have the murals approved by someone in the city. **Ms. Stefanovic** responded that they put together a grant panel just for ideas and concepts from the artists. They are behind some of these ideas. The artist provides ideas and shows their styles of what would essentially compliment Leesburg and the Heritage of Leesburg by telling our story.

They put together a panel of artists, with city leaders, which included a couple of designers. They could also invite one of the commissioners to sit on this panel. The artists submit their concepts and the panel votes on them. **Mayor Christian** recommended getting someone from the community who is well diversified with issues who may look at things a little differently. There was an artist who made a mistake on one of the community buildings. Someone thought it was nice and artistic to put someone eating a watermelon, but it was found offensive by certain people within the community. His only recommendation would be for this review panel. **CM Minner** added that he has had conversations with Ms. Stefanovic. He does not think the City Commission needs or wants to review every single mural that goes up around the city. He does believe someone from the City should look at every single mural, so if one mural does become an issue, they could bring that before the Commission. This item was before the Historical Board a few months ago and they really loved the concept, and moving forward, he also thinks it is a cool concept. He asked that they keep someone from the Planning and Zoning Department in the loop. That way, someone from the city is always looking at these murals and if they have any issues with the concept, they can lasso it, and bring that concept before the Commission. **Commissioner Robuck** stated on the flipside, if we decided to keep the building it could involve improvements that could also be problematic. We could end up destroying the mural just by improving the building. If we had a timeline, that would force us to make a decision. **Ms. Stefanovic** replied that they are trying to move forward with this project by March of 2022. **Commissioner Robuck** commented that he does not have a problem with that timeline. **CM Minner** inquired if she was looking to do all the buildings on her list by March. **Ms. Stefanovic** answered that they are hoping to paint at least four of the buildings because they currently have funding for four. **CM Minner** asked what her top four choices were. **Ms. Stefanovic** answered the Center for the Arts, but that is currently not on the table. **CM Minner** said if that is what they wanted, then she needed to tell them. **Ms. Stefanovic** said they are looking at the Water Gypsy Coffee Company/Brick and Barrel building, located at 201 W. Main Street. The Renew Day Spa, located at 214 West Main Street and Mystic Ice Cream, which is located at 314 West Main Street. Lastly, is the Center for the Arts, located at 429 W. Magnolia Street. These would be their top four building choices. **Mayor Christian** said the conceptual renderings would make the area look really nice. **CM Minner** then confirmed that she wanted to start these projects in March. **Ms. Stefanovic** responded yes. **Commissioner Pederson** asked if the Leesburg Partnerships/Center for the Arts building could be placed on the next agenda. **CM Minner** said yes, that would allow him time to gather more information. It also brings up another question of whether we should keep the building, and should we keep that building, it will need significant improvements. It has already had a string of improvements which have been approved at his level over the past six to seven years. We have spent somewhere between one hundred and fifty thousand dollars to two hundred thousand dollars on that building for various roof upgrades and panel upgrades. What tripped this whole conversation is, about six months ago, a purchase order came across his desk asking for about thirty-five or fifty thousand dollars for a wish list. With his authority, he could approve up to fifty thousand dollars, but he stopped this purchase order because he thought some of the things on that list were getting pretty expensive and this was an older building. He then had a conversation with Ms. Stefanovic and Ms. Smalley about it and that he did not want to authorize a purchase order at that time and then have the Commission say the building had to be torn down. He did go back and mention to them that if they could get that purchase order number down under twenty-five thousand, that might be something he could justify. He does not know if those repairs were ever done, but he does know we put some caulk and duct tape in there and that must have been to their satisfaction, because he has not been approached since. If we are going to push that envelope because of the murals and the concept, then we need to go back and look at what that building really needs. We need to do it right or not do it at all. If we do it right, it will probably be a really big number. We may end up keeping the building because knocking it down and starting over may be an even bigger number, but it allows for other alternatives that we may want to talk about. However, before we can have that conversation, we need to see the list of what needs to be done to that building and what has already been done and where it could go. This item may not be back for the next meeting. He asked that the

Commission give him until December or January to get this item back on the agenda, so he could get everyone prepared to talk about it and push this conversation forward. **Ms. Stefanovic** mentioned that she would be happy to give anyone a tour of the building so they could see it from the inside and out. **Mayor Christian** stated that if we went to the knock-down phase would we be proposing a brand new building for two non-profits and asked if that is what they are proposing to do. **CM Minner** replied that if he was king for a day, the answer would be yes. The Partnership's home office would go where the Chamber is currently. It also has a mutual sharable room that has synergies that could still work, even under the grant of being an incubator. That would just leave all the storage that the Partnership has for their equipment and we would need a place for that. The city also needs a place because the recreational storage facility on Hall Street is a disaster. If we could somehow put a five hundred square foot building there and design a facility that could house all the equipment for both the Partnership and the City, we could have a happy marriage. The Center for the Arts building has become extremely complicated to relocate, so the impediment would be finding the Arts Center the right home. If we did, then that would open up a whole lot to where we could do something completely different. We could have a focal point in the community with different Main Street programs. There could be a lot of concepts to look at. However, all this does come with a big price tag, because finding the Arts Center a new home could cost in the millions. We have to find them the right home and that could be in the Historical Society building, but that building needs work too. This is definitely a topic we need to discuss. It will be an expensive fix, but it will provide different options and different things we could do for the downtown. We could really change the look of the downtown. He believes keeping it the same and making it work would cost at least half a million dollars. **Commissioner Pederson** asked when this item came back for discussion, could he provide all the estimates for the building? **CM Minner** responded yes, which is why he is asking for a little extra time. He would like to go back and review how much has already been spent, confirm the numbers and figure out what is wrong with the building and create a list and figure out those amounts. He was sure that the thirty-five thousand dollar purchase order he saw on his desk was just the tip of the iceberg and just a bandaid to a bigger problem. **Ms. Stefanovic** commented on getting back to the murals. She wanted to know if she was going to receive approval tonight. **CM Minner** replied that he would say yes, she would receive approval. They have three buildings that the Commission did not blink an eye on, the Renew Day Spa, Mystic Ice Cream and the Water Gypsy Coffee Company. He strongly cautioned her to not put paint on the other buildings before the Commission has their conversations. If he was in her shoes, he would start with the three buildings and the concepts that the city put a stamp on. At least that was the flavor and the census he received from the Commission.

**B. Main Street East and West Complete Streets Conceptual Design Alternatives**

Cliff Kelsey, Public Works Director, stated that for the past six months public works has been supporting a concept development project from FDOT inconjunction with the Lake and Sumter MPO. The contractor, HDR, is going to provide a brief overview tonight. They have met with the stakeholders, they have defined some of the requirements, and they want to brief the commission on some of the alternatives, and get commission input.

Jaime Krzeminski, HDR Engineering, said they were contracted with Lake Sumter MPO and they are working very closely with City staff on this really important and cool project on Main Street to make it work for all people. He is pretty sure everyone has heard the term complete streets before and they have actually been involved in a few complete street studies with the city prior to this one. They worked on the Dixie Avenue project a number of years ago and he believes that turned out great. They also worked on a concept for US-27, but complete streets is a project that allows for the transformation of an area, of a corridor to work for all people, people of all abilities and all ages, no matter what mode they are traveling. He wanted to provide an overview of where they are along with some of the factors they have been considering. This project covers portions of both East and West Main Streets. On the east side, it is between Canal Street and Dixie Avenue, and on the west side, it is basically west of US-27 to County Road 468. Based on the application that the city submitted to the MPO and the funding confirmed by FDOT, some of the things we are looking at really focus on multi-model improvements. It will be things that support people who are walking and biking on these corridors, making sure that the corridor is accessible for all people. We need to look at potential modifications to intersections and traffic control in addition to landscape to make the corridor more aesthetically pleasing. We want to extend the types of improvements and enhancements that the city has already made in the core downtown area on Main Street. This project has three phases and the first one was called defining success. We are currently in the alternative assessment stage. We will then move into the concept involvement stage and we anticipate wrapping the project up at the beginning of next summer. In terms of the outreach plan, as part of the defining success and following our kickoff meeting, we had an online survey that was available to city residents and others via the city's webpage. That survey was about six weeks through July and early August. We established a project envisioning team, and this presentation is a wrapup to the defining success of that project as we begin with the alternatives. We are moving towards a public meeting in early February which will present various alternatives. We will receive feedback from the public on what they would like and what they do not like. We will find out what may need to be refined, so we can work towards getting a preferred alternative to develop a corridor concept plan. The project envisioning team consists of city staff, MPO, Lake County and other State and Regional members. It also includes FDOT and Lake Express, along with other local groups and agencies. We are making sure we get input from the business community because that is a big part of this project. The kickoff survey had fifty participants respond over that initial period. Approximately three quarters of those responding either live or work along the corridor. He was unsure of the others that responded to the survey. They may or may not travel along Main Street, but that is what is implied by the results. One question asked was how they would rate the current conditions for traveling along East and West Main Streets. This was rated on a scale of one to four, with one being poor and four being great. Walking, biking and taking a bus were on the lower performing side, while driving a car was seen as the best way to travel along the corridor today. A key question was asked about what you envision for the future of the corridor and what is the most important thing to consider. They had a number of different potential goals based on what they saw and read from their early interactions with the city. With the applications submitted for the project and looking at this area, economic prosperity was the number one goal for the project, then safety was second, accessibility and community beautification were also rated fairly high. With defining success, at the beginning of any planning study you look at the issues and conditions and what you are trying to solve. Normally, you hear about the problems and you try to define and solve them. However, they like to turn things around to see how they can define what is going on to make it a successful project. They set the stage for how to do that using the guiding principles related to what they heard from the survey and taking into account the safety of all users. Particularly related to crashes and conflicts, accessibility and connectivity, to make sure it is a useable facility and corridor for all people and that it is well connected within the downtown area. With livability, they want to make sure they are enhancing the quality of life with the types of improvements being suggested. As noted, economic prosperity is the top gogetter in terms of the most important goal. They need to make sure they have a business community that is thriving, so people will want to spend time along Main Street. With community beautification, they want to tie in the aesthetics that the city has already done. They have done a wonderful job with the section of Main Street to the east of US-27 by making the streets look great and they want to extend those types of improvements further to the east and the west. They always want to set the stage by looking at previous projects along with current activities. They have noted the direct tie in with the downtown master plan and some of the projects with their specific ties to other projects, particularly on the eastside. The MPO has adopted their 2045 long range transportation plan and there are some ties-in particularly related to the trail network. As mentioned earlier, the previous study on US-27, which was a traffic calming and complete streets concept study, basically looked at it from the southern entrance into the city up to US-441 on how we could make improvements there to make the corridor safer and more aesthetically pleasing and better for the business community.

Referring to a rendering, he showed how the areas both east and west could tie-in, because they have a nexus of many different trail connectivity both existing and planned in the future. They are looking to make sure that the projects and improvements that come out of this Main Street study will tie-in well with the proposed connectivity of that network. The US-27 project is one of the components they ended up looking at originally and they were proposing a lot of median and the potential for landscaping in the median, but they found that, because there were so many driveways and access points, it would be really difficult to propose all those different medians because people would be required to make u-turns to circulate those to get around. The traffic circulation on US-27 is not very good, so the idea they had was a little bit out of the box and that was to propose a series of roundabouts. They had three roundabouts, with the center one at Main Street, and between each roundabout there would be full median openings. The roundabouts support the u-turns that would need to be made for people accessing different sites between Yellow Jacket Way to the south and Line Street to the north. This project is something that FDOT has in their conceptual plan. They are looking for some potential opportunities to move that project forward. They are not specifically addressing that as part of this project, but it is in the background as being something that could be advanced. He provided a map of the existing land use and noted that there was a wide mix of different types of uses, from retail, residential and industrial. We need to make sure that we are accommodating all types of vehicles that use the corridor along with all types of users that would want to use the corridor. They looked at existing and historical traffic volumes. They collected traffic volume data which included a volume of vehicle classifications, along with speed data. The traffic volumes ranged from a little less than five thousand on the eastend of the corridor to about thirteen thousand on the far western portion of West Main Street. It was all very well within what we would typically expect for a two-lane facility. Historically, we looked at the volumes and noted the traffic volumes have been steady or slightly declining over the years on these sections of Main Street. From the speed perspective, on the east portion of Main Street, the speed just east of Dixie Avenue is thirty-five miles per hour and that reduces and stairsteps down to twenty miles per hour and in the section that has already been streetscaped in the downtown area that drops to fifteen miles per hour, so we have a wide variety of speeds in that area. On the west portion of Main Street it starts at thirty-five miles per hour and as you move further west it increases to forty-five miles per hour.

Referring to the rendering, he showed some statistics from four different locations where they collected speeds from. One thing they like to do is determine the total percentage of vehicles that are going at least five miles per hour over the speed limit to measure the volume of traffic that is speeding. On the western portion of the corridor, they got a reading of about a quarter of all vehicles going at least five miles over the speed limit. From a safety perspective, speed is certainly a concern. On the lower speed limit portion of east Main Street just west of Rambo Street, the posted speed is twenty-five miles per hour and they showed about a third of all vehicles were going five miles per hour above the speed limit. Referring to a map, looking at crashes from a safety perspective, he showed the density of crashes across the corridor. He stated that it was no surprise that the two intersections, US-27 and County Road 468, had the most crashes; having over a third of all the crashes in the corridor. In the last five years, the corridor had over four hundred and fifty crashes. The majority of those were property damage (73%) and 27% resulted in injury and no fatalities. Many of them were what we would typically expect with signalized intersections with rear end crashes, angles and left turns, so they were fairly typical crash patterns. Looking at the various characteristics of the roadway network, they divided the east and west portions of Main Street into three context areas and they will be using that as they move forward to look at different alternatives. Area one is a little over a mile long, located in the western portion of the corridor. It has the wider right of way at one hundred feet and higher speeds. It does not have sidewalks and it is a typical rural section with swale drainage. Moving into area two, is where we get into an urban curb and gutter section with

lower speed limits and the right of way decreases to sixty feet. Area three is all of the eastern portion with urban sections with curbs and gutters. It has mostly sidewalks on both sides of the road along with lower speeds. There is some vacant land and some of it is in the process of being developed. In area one, there are no sidewalks or curbs, but there are some areas where you can see some visibly worn paths along the roadways, so they know there is usage in this area. They know people are walking along this section of the road. They have intersections and crossings that are not ADA compliant. In area two you can see they started to pick up some onstreet parking and there are a lot of driveways in this area. In area three, this area was split up into three pieces because there are some subsections and different characteristics as you move through it. This area has some onstreet parking on one side, it also has more of an industrial area, and does not have as much lighting. Then you reach the section in the middle near Lake Street which only has a sidewalk on one side of the street. It is missing some ramps and other things, so this area has some ADA issues. There is a pretty wide street in this area. However, it is not necessarily stripped for parking but there are shoulders in this area. In the third area, there are more residential areas and they do have sidewalks on both sides. One interesting thing here is the pond near Dixie Avenue. They think there is some potential to make that more of a focal point. They could get rid of that fence and do some landscaping around that area.
Looking back at this information that was presented to set the stage and thinking back on how we define success, we want to make sure that we have a street that is safe, vehicles drive at appropriate speeds, people are provided adequate opportunities to travel along the corridor, and they can cross the corridor safely. These are some of the things they consider as they start to develop. We can look at roundabouts which provide an opportunity to not only enhance the aesthetics with some landscaping, but also slow people down. Roundabouts have proven to be a safer type of intersection compared to other types, like signals. Obviously, with street trees, that is a way to bring aesthetics. Chicanes are another way we can better manage speed and there is a potential that we could use them in some areas of the corridor. They are looking at places where they may want to include a vertical deflection, which would be a raised crosswalk or raised intersection. Those would be found closer to the downtown core area. They are looking at places where they could have islands and there are crossings that could allow people a two-stage crossing where they could wait in the median and have refuge while waiting for a gap in traffic. There are other types of traffic control they could look at to make people more visible and more aware of their speeds. There are typical types of bicycle and pedestrian improvements with sidewalks, trails and bulb-outs to narrow the crossing distances. They can use those anywhere they have onstreet parking. The next step is to start working on some preliminary alternatives. They will be working with city staff on flushing those out more and working towards a December meeting with the project visioning team where they will be going through some of the alternatives. They will be establishing some criteria to evaluate each of those alternatives and those criteria will be closely tied to those guiding principles. They will discuss some additional outreach like that public meeting in February so they can select a preferred alternative.

**Commissioner Robuck** wanted to know as a commission if there was anything they could be doing now to help push this forward. **Mr. Krzeminski** responded that at this point, their collaboration with staff is sufficient. Once they get to a point where they have a conceptual plan and a preferred alternative, that would be the point they would push to get funding and look for ways to get this implemented. **Commissioner Robuck** stated he knows about Dixie Avenue and that we were able to get it included when they were doing the resurfacing. Unfortunately, they had just resurfaced part of East Main Street like three weeks ago and he had not been down West Main Street to see if they had done that. **Mayor Christian** said they had not. **Commissioner Robuck** wondered if that was something we needed to look at and if we should be reaching out to them because he believes that is a County Road. If they were looking to potentially resurface, maybe we could get with the County on that. **Mr. Krzeminski** replied that would be a good step. **Commissioner Robuck** then asked the City Manager to reach out to the County on West Main Street and let them know that we are looking to resurface there and maybe we could talk first to see if we could do something. **Mayor Christian** mentioned that Mike Woods at MPO said this was a priority. What level of priority would this fall under? Is it something that MPO is saying is a high priority? Are we still going through the steps now and what type of funding should we be looking for and is this something we should be lobbying our state legislators to help us get through? **Mr. Krzeminski** responded that the simple answer is that MPO does have some funding that can be applied for to help push this into design and construction. There are certainly other opportunities with this new infrastructure bill and there is six billion dollars in that bill for safe streets, which includes complete streets projects. **Mke Woods**, Lake~Sumter MPO, stated there is funding available for these types of projects. Once we have a project to advance, he suggested submitting it to MPO for funding consideration. The County is on our project visioning team, so they are aware and they are also a part of this project. When the resurfacing project comes up, that will be a great opportunity to save and an economical way of getting things done because the crew is already out there. Those are two opportunities and then the new infrastructure bill was passed and there will be a lot more money coming down to the local level. This is a fairly economical project and it is not going to cost a lot of money. Those things could go pretty far rather quickly.

**Mayor Christian** asked if US-27 was the same. **Mr. Woods** said that was an interesting project and he was happy to be working with Mr. Krzeminski and his team on that concept. They developed and innovated that project just ahead of FDOT, but that was the first project like that in the whole state and they have not forgotten about it. That is a tough corridor with about a hundred and fifteen driveways within a two-mile stretch. With all those driveways, it makes for a tough corridor to improve, maintain access and throughput. **Mayor Christian** asked that whatever they can do to help the City would be appreciated. He knows the DPW Director will do his best to coordinate with everyone.

**Commissioner Robuck** mentioned that you do not want to ask the State Legislature for an appropriation for roads, because all it does is take money away from one project and give it to another. They say you can use it for this project but they do not actually give you any new money. This could be accomplished just by asking the MPO to switch our priorities around, but the lobbyists love to push that because it is easy for them to say yes because it does not cost them anything.

**Mayor Christian** thanked the developers for their hard work and what they are doing for Leesburg.

**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.**

Joannie Smalley, Executive Director of Leesburg Partnership, reminded everyone that Bikefest is this weekend. They really appreciated all the support they had received. The public works department has been great to work with and police and fire have already come and picked up their stuff. They are really excited, the weather looks good and they are very lucky because they have some great sponsors, like Progressive, Wayne Densch, Gator Harley, Lucky-U Cycles, Rubenstein Law and Jenkins Auto. They are all helping to make sure this event happens and they really appreciate having everyone's help and support. Please watch out for our bikers this weekend. Also, remember for the next few days we have staff out twenty-four hours a day working, so please watch out and be patient. She hoped to see everyone out there.

**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.4** = Task Order with GAI Consultants, Inc., for professional design services for aircraft hangar buildings and associated taxilanes at the Leesburg International Airport;
**5.C.6** = Creation of a fee schedule to host concerts at Pat Thomas Stadium

Commissioner Robuck moved to adopt the Consent Agenda except for 5.C.4 and 5.C.6, and Commissioner Pederson 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 coordinated resolution number listed below the header)

**A. CITY COMMISSION MEETING MINUTES:**

**1. Regular meeting held October 25, 2021**

**B. PURCHASING ITEMS:**

**1. Resolution of the City Commission of the City of Leesburg, Florida approving award of Request for Proposal 210231 for Wellness Center Management Services and authorizing the City Manager to execute a Healthcare Center Service Agreement as well as associated documents required for the management of the City Employee Wellness Center; and providing an effective date.**

**ADOPTED RESOLUTION 10,958**

**C. RESOLUTIONS:**

**1. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a U.S. Government Lease for Real Property, Lease Number HSBP-7119-L-IN0440, for the use of 1,800 square feet of User Fee Facility Inspection Services (FIS) General**

**Aviation Facility (GAF) space and parking spaces, located at the Leesburg International Airport, to be used by U.S. Customs and Border Protection; and providing an effective date.**

**ADOPTED RESOLUTION 10,959**

2. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Leesburg Fire Department to apply for, and if awarded, accept the Incumbent Worker Training (IWT) grant from Career Source Florida, for the reimbursement of training for Paramedic School, and providing an effective date.**

**ADOPTED RESOLUTION 10,960**

3. **Resolution of the City Commission of the City of Leesburg, Florida authorizing and directing the Mayor and City Clerk to execute a Gas Sales Contract between the City of Leesburg and the City of Lakeland, Florida for the purpose of setting forth the terms under which Leesburg will supply Natural Gas to Lakeland for electrical power generation purposes, authorizing the City Manager and the City Attorney to fill in blanks in the agreement pertaining to the actual discount achieved, the length of the first pricing period, and the dates the agreement is executed; and providing an effective date.**

**ADOPTED RESOLUTION 10,961**

5. **Resolutions related to the Leesburg International Airport Fuel Farm Project.**

   a. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute Public Transportation Grant Agreement 444873-1-94-01, between the City of Leesburg and the State of Florida Department of Transportation, for the design and bidding phases of the Fuel Farm Project at the Leesburg International Airport; and providing an effective date.**

**ADOPTED RESOLUTION 10,962**

   b. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Task Order with GAI Consultants, Inc. for professional design & bidding services related to the Fuel Farm Project at the Leesburg International Airport; and providing an effective date.**

**ADOPTED RESOLUTION 10,963**

7. **Resolution of the City of Leesburg, Florida, accepting and approving a Quitclaim Deed from Lake County Water Authority, to the City of Leesburg, Florida, for property lying in the Official Plat of the City of Leesburg, Lake County, Florida; and providing an effective date.**

**ADOPTED RESOLUTION 10,964**

8. **Resolution of the City of Leesburg, Florida, accepting and approving a Warranty Deed from Aiysha Foster, to the City of Leesburg, Florida, for property lying in the official plat of the City of Leesburg, Lake County, Florida; and providing an effective date.**

**ADOPTED RESOLUTION 10,965**

9. **Resolution of the City Commission of the City of Leesburg, Florida authorizing and directing the Mayor and City Clerk to execute a Corrective Quitclaim Deed between the City of Leesburg as Grantor, and Nakia Myles as Grantee, for the purpose of conveying the Grantee a portion of land owned by the City adjacent to the Grantee's property, to conform her lot to the size and configuration of other lots in the general area; and providing an effective date.**

**ADOPTED RESOLUTION 10,966**

10. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Independent Free Methodist Church, Inc., for the purpose of granting the City an Easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,967**

11. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Regional Leesburg, LLC., for the purpose of granting the City an Easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,968**

12. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Wal Mart Stores East, LP, for the purpose of granting the City an easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,969**

13. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Boos - MCW Leesburg, LLC, for the purpose of granting the City an easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,970**

14. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Roland Reyes and Magdalena Reyes for the purpose of granting the City an easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,971**

15. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Randy Jones, Jr. and Emily Jones for the purpose of granting the City an easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,972**

16. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Darin W. Farber and Kristi L. Farber for the purpose of granting the City an easement over the property described therein; and providing an effective date.**

**ADOPTED RESOLUTION 10,973**

4. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Task Order with GAI Consultants, Inc., for professional design services for aircraft hangar buildings and associated taxilanes at the Leesburg International Airport; and providing an effective date.**

**ADOPTED RESOLUTION 10,974**

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

Commissioner Burry made a motion to adopt the resolution and Commissioner Robuck seconded the motion.

Mayor Christian requested comments from the Commission and the audience.

Commissioner Burry stated there was a meeting with the Airport Board where they decided it was a good idea to do some planning for hangars and one hundred and five was budgeted for that planning phase and that has been increased. Also, it looks like we are changing from t-hangars and box hangars to including some maintenance hangars. He wanted to make sure everyone was good with the new design moving forward. **Commissioner Robuck** remarked that this is what he asked for originally. The reason for that was because of the hangar he has now and when it came up for bid. There were two other candidates bidding for it and they were commercial tenants. They could not use box hangars or t-hangars because they did not meet the right codes for those. The feedback that was received from the Airport Board was the same that we have a lot of aviation businesses that need space and smaller space. In fact, one of the two candidates who put in a proposal for the hangar said they did not need one that big and the box hangars were plenty big and they did not meet codes. This could be another way for us to get businesses out there. We need to make sure we have strict standards for those businesses so they actually have airplanes in them and they are not just subsidizing rent. He was going to ask that they look at the feasibility of staging some of the commercial ones first if that works.

**CM Minner** stated for clarification that during the fiscal year 2022 budget process, the Airport Advisory Board advised us that we were not paying enough attention to meeting the need for hangars. We held a group meeting and from that meeting staff walked with the general consensus that we needed to pay more attention and construct some hangars. We even talked subsequently about how we could flipflop some funding from the state. The directive from this body as encouraged by the Advisory Board was to pull cash money from the Airport Fund, which was sitting at two point two to three million dollars to start the design process, so that these projects would be ready to go and we could easily fliplop as we cycled with state grant money. The Airport Manager started that process and that is where the budget numbers came from. The budget was the initial swag from our consultants on how much it was going to cost to design this. We put that on the sticker and that became the process, so that number was always an out of cash number. As we advised the Airport Board, the Airport Board said wait, we love that, but we also need to look at the maintenance hangar concept. That is where it became a t-hangar, box hangar and maintenance hangar project. The original concept that we had as a directive from this body was to go forth and get a design concept for hangars, which we did. That initial concept was for twenty-eight t-hangars, which would basically be in the open space from the bottom of the hill up to the hill at 441 from the existing hangars to the entryway of Echo towards the east. They would construct four lateral buildings, each to include either seven box hangars or fourteen t-hangars. They presented the rough construction cost estimate of about three million dollars to the Airport Board. This will be constructed as we go and as we receive money, but it will be designed now and that is one hundred and five thousand dollars. That was when the Airport Board asked to see some modifications and to put in some maintenance hangars, which is where that swag came from. The first building would be seven box hangars and the next two buildings would include fourteen t-hangars. Then there would be one row of four maintenance hangars and the maintenance hangars would be a little bigger, about sixty by sixty. There is more construction involved because of the type of businesses that may end up there. The design concept for the maintenance hangars increased the cost estimate to one twenty nine eight forty. The three million was the unofficial estimate for construction. He guessed the maintenance hangars would probably kick that up a little more to around three twenty-five. It should not be in abundance of approval. The way they wrote up the presentation was with the recommendation from the Airport Advisory Board approving as is. Meaning that we are going to engage and go with one twenty nine and design the concept with twenty eight t-hangars, seven box hangars and four maintenance hangars. Mind you, that can be flexible as we get into designing. We could flipflop some of it because that is the way it was designed in the initial concept that came from our consultants. We want to be able to build from the top to the bottom, so we do not interrupt the construction. There are also some of the bigger maintenance hangars which will have the bigger airplanes, so we want to keep those closer to the tarmacs. Those will be at the bottom of the hill versus the top of the hill. As we move more into designing we can tighten that up, but the recommendation is to move forward as the Airport Board advised. As appropriations and grant funding become available, they can shift stuff around. After accomplishing the fuel farm, they believe some more money may become available during the summertime where we can shift that around. They are looking at about six months for designing, so as we get towards the end of the design stage we will be back hopefully with some grant monies that can be shifted around.

**Commissioner Pederson** remarked he was happy to see this moving forward in a positive direction. The only question he had was about the maintenance hangars and if we had to size those today or if there was a way to build them where there is some flexibility down the road. **CM Minner** replied that he does not see any problems with the size issues. He believes sixty by sixty with the upgrades to the facilities is a marketable product. We have a waiting list and we know which planes want a t-hangar or a corporate hangar. The maintenance hangars are a different animal, so that will be an RFP process and they will go out for bid so we get the best top dollar. **Commissioner Pederson** wondered if the interior walls had to be installed now or could we wait until someone came along to put them up. Will the walls be permanent on the interior or could we take a wall down? He wanted to put this out there for discussion. **CM Minner** replied there would be plenty of processes and reviews. He is sure the Airport Board will have input as the consultants move forward. **Commissioner Pederson** said in summary he would hate to define four thirty-six hundred dollar units right now. Maybe we need to mix them up, before moving down the road.

**Commissioner Burry** asked in comments whether he heard that these would be located on a hill, so if someone asked him if it is good to put planes on a hill there would be no issues. A taxing airplane is usually on a flat surface. **CM Minner** answered that the hill he referred to is not Mount Everest, there is a slight incline from Airport Drive to 441. He should not have referred to it as a hill. He also refers to the Dixie retention pond as the Grand Canyon. For clarification, we are not talking about a major hill. It is a slight incline and no airplane is going to slide off of it. **Commissioner Burry** remarked that he understood, but wanted to make sure that there would be no problems and that we would not be moving a lot of dirt. **CM Minner** answered that it was a good location and it is also one of the only available locations. He believes it is more about where we can put it on the property, with the size of the aircraft from the taxiway to the back, and how we could prioritize construction.

The roll call vote was:

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

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

**6. Resolution of the City Commission of the City of Leesburg, Florida creating a fee schedule to host concerts at Pat Thomas Stadium; and providing an effective date.**

**ADOPTED RESOLUTION 10,975**

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

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

Mayor Christian requested comments from the Commission and the audience.

Commissioner Connell stated he would like further clarification on this item. He does not see any issues with giving this a try, but he wanted to make sure first and for most that this would stay a baseball field. We will not be canceling any Lightening Games or Leesburg High School baseball games because of a booked concert. **CM Minner** commented that this concept came from the Commission and from the community. It was encouraged to make Pat Thomas more of a multi-use facility and not just for baseball. Having said that, baseball is and will be the number one priority in the summertime for the high school and the intercollegiate league that runs from June to August, which leaves basically nine months out of the year for the facility to be used in a different manner. The Recreation Director is completely onboard and his number one concern about this being a multi-use concept is the turf. There would be a bunch of different setups that they could do if they did concerts or venues where they used the grandstands. If the stage were out in the infield, it could be over the pitching mound or the home plate or it could be something bigger that is out over the second base area. We have had it setup in the past that way and our existing portable stage works really well because you do not have to chop down the pitching mound. Our number one thing there is that we want to make sure the turf is okay. We are going into this with the caution that the fee schedule is setup for five hundred dollars a day. The Recreation Director examined the market and that is just a poke at what we could get for a multi-use facility, but we are going to start the bidding there. If this becomes useable and we have success, we would look at wrenching that number up. We also started at a high deposit number of two thousand dollars, so if we do have issues with the turf, that could help fix that. That is where the mindset thought was on this. We would continue to use this facility for baseball and examine the multi-use component for Pat Thomas. That would also justify some of the funds that are being put into updating that facility this fiscal year. **Commissioner Connell** asked if we were to do this, would all the seating be in the grandstand or would there be cases where people would be seated on-field? **CM Minner** answered that it could go either way and it would depend on the event. Initially, we thought everything would be turned towards the grandstands or the infield area. The entertainment would be playing towards the grandstands. It would also depend on numbers, but they are worried about the turf. The number one thing is to keep the people in the grandstands while trying to get a multi-use field, knowing that baseball is still a priority. He understands that trepidation, but he thinks we owe it to get maximum use of this facility to bring people to Venetian Gardens. We need to use all the facilities there and get as many people down to the area as we can. **Commissioner Pederson** remarked that he started to touch on his question, but five hundred dollars a day seemed awfully low to him. He thinks the cost of cleaning that area after an event would cost more. He does not see how five hundred dollars could cover that. **CM Minner** responded that he cannot argue with that number, but we need to encourage use there before jacking up that number. **Mayor Christian** agreed with the City Manager and the sentiment that for three months out of the year this is a great facility for baseball, but it could be used for so much more. Like many other communities, they do use their baseball field stadiums for other events and we have one of the best in Lake County. He would also like us to look at the usage fees, because five hundred dollars may be okay for some groups, but the Chamber of Commerce uses it for their Teacher Appreciation event. He would not want us to tell the Chamber to give us two thousand dollars for a deposit and charge them five hundred dollars for an event that we are giving them to sponsor. To him that would be counterproductive. We will be giving you money to sponsor the event and then charging you five hundred dollars and two thousand dollars for a security deposit. We also need to look at our non-profits in the community that may want to use this facility. He knows we have a local promoter who has been approached, but if we are going to be charging fifty dollars to get into a concert that is one thing, but if we do a community event that is another. That is something we need to look at because that will also be something to bring people to

Venetian Gardens. Whether it be Teacher Appreciation Day or something else, it will be good for the City of Leesburg, so we need to give the City Manager the permission to look at who is renting the facility. If it will be good for the City and it will not mess the turf, he should be able to look at waiving some of those fees to make sure we have the proper usage. Also, while we are doing the design, we need to make sure that the Leesburg logo is prominent, so when people are taking pictures or selfies and posting them on social media, Leesburg is seen all around the world. It will make this facility and the City of Leesburg look extra special. **CM Minner** said approving this resolution is essentially telling staff to go market this facility as a multi-use. That does not mean that the Eagles will be playing a concert, but it does signal to the community that we are going to use this as a multi-use concept. We will put that facility on the website as a multi-use facility right next to the Venetian Center. It will put it in the Recreation Director's mind that this is another place for him to market. We will have the Recreation Director market the facility, but he knows this is a baseball stadium and the usage will be scheduled around the construction improvements. **Commissioner Connell** wanted to know if we have a rendering of what the elevations are. **CM Minner** replied they do not, but he will get one for them because they are still haggling about the improvements and how they are organized and falling into the budget. **Commissioner Robuck** stated that he does not have a problem with the five hundred dollar fee because hopefully these events will generate value for the community by bringing people into Leesburg that would not otherwise come in. He is okay with starting the deposit at two thousand, but with the improvements, if anything, he worries, that it is a little too low. He wants to make sure that we are covered. We do not have to ask for a tremendous amount in advance because they could get it back. A high deposit ensures that you have quality events and people that are financially sound. Another thing is, do we require insurance when people rent these types of facilities? He rents the fair grounds for their contractor events each year and they have to supply them with different things, so he was wondering what we require. **CM Minner** answered that we do require insurance based on different levels, but the Recreation Director deals with those details. **RD Rima** stated part of that is dealt with when they go through the special events process. Any special event that goes on in the City of Leesburg has to have a million dollar liability. Then, if they get into vehicles, there is a million dollars for vehicles and for participants. It is a million dollars per event as part of that special event process. **Mayor Christian** wanted to know that with what happened in Houston, do we have any kind of limitations or standing on the overflow of crowds with security with the special events process? Are we going to make sure that people are adhering to what they say when they put it on that application? **RD Rima** replied that part of the special event process goes to the special event committee, which Lt. Romanelli is the representative for the police department. On that application they have to state whether they are using our police department or if they are using their own security. All that information goes through Lt. Romanelli and they do not signoff on that unless they are comfortable with the safety that has been put in place. If a concert gets to the level of what they would like it to be, they will have to look into an emergency plan like they make for Bikefest where they get the Police, Fire, and everyone together and we will come up with a full safety plan. **CM Minner** wondered about that five hundred dollar deposit number. What would trigger the Commission to review that? **RD Rima** answered that there would be a thirty thousand spectator number that triggers coming back, but if we start getting large concerts there are other ways we could look at that and would need to come back. If they are looking at twenty thousand people, then we could charge them a dollar per ticket on top of the deposit. The level of concerts that we are talking about right now are not going to trigger that, but if it does take off, then we will come back and look at how we could make this better for the City of Leesburg. **Mayor Christian** asked about security. Do we give them the option to use our police department or do they have their own security? **RD Rima** replied yes, they can select their own security but that is only if our police department is comfortable with that. If it is a large event, they will have our police department. They may have some of their own security but they will have our police department involved in that as well. It will be very similar to what we do at Bikefest. We do not have enough police to be around every aspect of Bikefest, so they bring in other people. **Mayor Christian** stated he is more comfortable with doing concerts, but especially at night, they should have to hire one of our police officers to be on duty if they have chosen to have their own security. Being on the side of caution in today's world, it happens, people are not as truthful and they may not know that. He may put a flier out and it could be on social media, so we are not just hitting the City of Leesburg folks, we are hitting the entire region. We have to be cautious because a lot of outside people could come in and it could be overwhelming and we have to be prepared for what may happen. He would like everyone to keep an eye on that to make sure we do not get caught off guard. **RD Rima** agreed and he is trying to think of a medium to large-sized event, especially one that would have alcohol where we have not had our own police department there. They have always been there. A lot of times they can select their own security. It is usual for the fishing tournament and the security makes sure no one gets on the boats. **Commissioner Pederson** wanted to know what the capacity was at Pat Thomas stadium in the grandstands. **RD Rima** replied that the grandstand's capacity is about twenty-five hundred to twenty-seven hundred. If you extend down the third base side where the cement bleachers are, you could add another thousand there and if you go down to the first base bleacher side, you could add a couple hundred there. It just depends how far out you put the stage and whether or not people are on the actual playing surface itself. One thing about Pat Thomas is, there is a lot of foul ball space, so behind home plate you could get four to five hundred people if the stage was set up right on home plate. You would not even be on the playing surface. **Commissioner Connell** questioned whether they had the proper license and insurance to be allowed to sell alcohol at those concerts. **RD Rima** stated that would be part of the review process. They have to select whether or not they will be selling alcohol and if they do, that triggers other things they will have to look into. We have to make sure they get their license through the state and that is a whole other process. **Commissioner Connell** said he is fine with that. He then wanted to know if they would have access to the concession stand. **RD Rima** replied that they would not. There is currently a contract with the Booster Club where they are the only ones allowed in the concession stand. If they are looking at using that concession stand, that would be something we need to discuss. **Commissioner Connell** asked if they had the proper license to sell alcohol they could. However, we are not going to let them into the concession to prepare food, correct? **RD Rima** answered they would have to hire vendors to come in. **Commissioner Connell** then said unless the Booster Club wanted to do it as a fundraiser themselves. **RD Rima** agreed.

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. 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.**

**A. None**

**8. CITY ATTORNEY ITEMS:**

CA Morrison had nothing to report tonight.

**9. CITY MANAGER ITEMS:**

CM Minner had nothing further tonight.

**10. ROLL CALL:**

**Commissioner Pederson** had no further comment.

**Commissioner Burry** had no further comment.

**Commissioner Robuck** had no further comment.

**Commissioner Connell** had no further comment.

**Mayor Christian** stated there would be a big event tomorrow. **CM Minner** pointed out that he forgot to mention tomorrow's big event. It starts at ten thirty and will run through lunch. They are having a top off event even though there are a couple other improvements left that need to be addressed. After the windows, the refurbishment project on the Turnpike Wastewater facility will be just about finished. If you can make it great, Travis Rima will be there along with a couple of the Commissioners. This is a significant event for the city because this is the fun stuff. It is 4.5 mgd and before you know it we will be back asking for 6.0 mgd. **Mayor Christian** jokingly commented that this is the stuff that keeps the city running that no one seems to care about until it messes up. **CM Minner** laughingly said as long as we keep the toilets working. **Mayor Christian** remarked that he had nothing further for tonight.

**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 6:45 p.m.