

**MINUTES  
CITY COMMISSION MEETING  
HAINES CITY, FLORIDA**

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**January 18, 2018**

**7:00 PM**

**Commission Chambers**

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**1. CALL TO ORDER**

At 7:00 p.m. Mayor H.L. Roy Tyler called the City Commission meeting to order in the City Commission Chambers located in City Hall, at 620 E. Main Street, Haines City, Florida.

Mayor H.L. Roy Tyler, Vice Mayor Morris West, Commissioner Don Mason, Commissioner Anne Huffman, and Commissioner Horace West were in attendance.

Also in attendance were the following staff members: City Manager Deric Feacher, City Attorney Fred Reilly, and City Clerk Linda Bourgeois.

**2. INVOCATION**

The invocation was provided by Pastor Yufonda Kinsler of St. Marks AME of Davenport.

**3. PLEDGE OF ALLEGIANCE**

Mayor Tyler led the Pledge of Allegiance.

**4. CONSENT AGENDA**

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items.

Mayor Tyler presented the consent agenda for approval and opened the floor for public comments.

There were no members of the public that came forward to speak to the Mayor and City Commission.

Mayor Tyler closed the floor to public comments.

**Commissioner West moved to approve the consent agenda. The motion was seconded by Commissioner Mason.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Horace West, Commissioner
<b>SECONDER:</b>	Don Mason, Commissioner
<b>AYES:</b>	Mason, West, Tyler, West, Huffman

**4.A. MINUTES FROM CITY COMMISSION WORKSHOP – JANUARY 4, 2018**

*Staff Contact: Linda Bourgeois, City Clerk*

**4.B. MINUTES FROM CITY COMMISSION MEETING – JANUARY 4, 2018**

*Staff Contact: Linda Bourgeois, City Clerk*

**4.C. CEMETERY DEEDS**

*Staff Contact: Linda Bourgeois, City Clerk*

**4.D. CITY ATTORNEY INVOICE FOR THE BILLING PERIOD ENDING DECEMBER 31, 2017**

*Staff Contact: Deric Feacher, City Manager*

*Disposition: Approve as recommended in the City Manager memorandum dated January 18, 2018.*

**5. PUBLIC COMMENTS - REGARDING ITEMS NOT ON THE AGENDA**

Public participation is encouraged. If you wish to address the City Commission regarding items not on the agenda, please sign your name on the list located in the City Hall Chambers entrance.

Mayor Tyler opened the floor to public comments.

The following members of the public came forward to speak with the Mayor and City Commissioners:

Sharon Garrett said she had the opportunity to view the city attorney's bill and was surprised that he billed by the .10 of an hour and not a quarter of an hour. She said the city was getting a good deal.

Randy Penick of the Northeast Rattlers, Inc. spoke about a request he had submitted for the city to have only one youth football program. He also asked for a response because football sign-ups start next month. He went on to say that he is willing to welcome the other program with open arms and all of the participants will participate in the program for free. He continued and shared that they have proposed a similar move in Lake Wales.

A discussion ensued about the proposal. Why does Haines City have two football programs when most cities have only one, is this situation the city's business, and having both organizations present to discuss the potential merger. Further discussion surrounded the need to determine what was best for the young people that participate in the program, and the compilation of service numbers for each organization.

City Manager Feacher said the presentations will be scheduled for the next city commission workshop.

Commissioner West shared he would refrain from any voting due to being a member of the parent organization and could provide a historical perspective of the two organizations.

Jayne Hall and Ember the Fire Dog approached the podium. Ember the Fire Dog was

dressed in her leopard print dress. Jayne Hall distributed the “Ember 2018” wall hanging calendar printed by Intense Ink and said the calendar proceeds will be donated to the SPCA. Calendars will go on sale shortly for a price of \$10.00 each.

Janet Jolly Smith said she missed two meetings because she was ill and heard the city commission did some good things about the swimming pool while she was gone. She continued and said she was disturbed about some things going on up on the dais. She went on to say that the city commission is intelligent and professional and asked why did they have to fuss and argue. She spoke about the fertilizer plant and said the violations were too big for the city to handle. She concluded by urging everyone to maintain decorum during the meetings.

Eileen Ramsey Brown came to the city commission meeting to see if the City Commission could help her get the street lights turned back on at Dorado Avenue. She was directed to speak with the Public Works Director to see if he could assist them in their conversations with Duke Energy.

Tom Palmer of the Haines City Community Theatre provided the city with flyers on their upcoming play “Lend Me A Tenor” play starting on January 27, 2018 at 303 Ledwith Avenue in Haines City.

Mayor Tyler closed the floor to public comments.

## 6. OLD BUSINESS

**6.A. SECOND AND FINAL READING - ORDINANCE NO. 17-1587 : TARPON BAY ON ROE ROAD - AN ORDINANCE OF THE CITY OF HAINES CITY, FLORIDA; AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF HAINES CITY, FLORIDA, BY AN AMENDMENT TO THE LAND USE CLASSIFICATION RECLASSIFYING LAND FROM LOW DENSITY RESIDENTIAL (LDR), RESIDENTIAL OFFICE (R/O), AND BUSINESS PARK (BP) TO LOW DENSITY RESIDENTIAL (LDR) FOR THE PROPERTY KNOWN AS TARPON BAY LOCATED AT SOUTH OF ROE ROAD AND NORTH OF HWY 544 EAST, AMENDMENT IS TO REDEFINE THE LAND USE OF THE PROPERTIES DESCRIBED THEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE KEPT ON FILE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.**

*Staff Contact: Richard Greenwood, Development Services Director*

City Manager Feacher presented on the Tarpon Bay at Roe Road land use plan amendment and said there were no changes since first reading.

Commissioner Mason recused himself and abstained from voting.

Mayor Tyler opened the public hearing.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the public hearing.

City Attorney Reilly read the Ordinance into record by title only.

**Vice Mayor West moved to approve Ordinance 17-1587 on second and final reading. The motion was seconded by Commissioner West.**

<b>RESULT:</b>	<b>APPROVED ON SECOND READING [4 TO 0]</b>
<b>MOVER:</b>	Morris West, Vice Mayor
<b>SECONDER:</b>	Horace West, Commissioner
<b>AYES:</b>	Horace West, Roy Tyler, Morris West, Anne Huffman
<b>ABSTAIN:</b>	Don Mason

**6.B. SECOND AND FINAL READING - ORDINANCE NO. 17-1588 : TARPON BAY ON ROE ROAD - AN ORDINANCE OF THE CITY OF HAINES CITY, FLORIDA, AMENDING ORDINANCE NO. 03-1060, BY AMENDING THE ZONING MAP OF THE CITY TO RE-ZONE PROPERTY FROM RPUD, R-1-AA, AND IPUD TO RPUD FOR THE PROPERTY LOCATED ALONG THE SOUTH SIDE OF ROE ROAD AND NORTH OF HWY. 544 EAST, HAINES CITY, FL. THE PROPOSED ZONING MAP AMENDMENT IS TO RE-DEFINE THE ZONING OF THE PROPERTIES DESCRIBED THEREIN; PROVIDING FOR APPROVAL OF ZONING DESIGNATION TO RPUD; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR A COPY TO BE KEPT ON FILE; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith, PROVIDING FOR AN EFFECTIVE DATE.**

*Staff Contact: Richard Greenwood, Development Services Director*

City Manager Feacher presented on the Tarpon Bay at Roe Road zoning amendment and said there were no changes since first reading.

Commissioner Mason recused himself and abstained from voting.

Mayor Tyler opened the public hearing.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the public hearing.

City Attorney Reilly read the Ordinance into record by title only.

**Commissioner West moved to approve Ordinance 17-1588 on second and final reading. The motion was seconded by Commissioner Huffman.**

<b>RESULT:</b>	<b>APPROVED ON SECOND READING [4 TO 0]</b>
<b>MOVER:</b>	Horace West, Morris West
<b>SECONDER:</b>	Anne Huffman, Commissioner
<b>AYES:</b>	Horace West, Roy Tyler, Morris West, Anne Huffman
<b>ABSTAIN:</b>	Don Mason

**6.C. SECOND AND FINAL READING - ORDINANCE NO. 17-1593 : HOLLY HILL CUTOFF ROAD ANNEXATION - AN ORDINANCE OF THE CITY OF HAINES CITY FLORIDA, ANNEXING CERTAIN LANDS INTO THE CORPORATE LIMITS OF HAINES CITY, FLORIDA AND REDEFINING THE BOUNDARY LINES OF THE MUNICIPALITY TO INCLUDE PROPERTIES OWNED BY HOLLY HILL FRUIT PRODUCTS CO., INC., & THE SARAH T. LANIER TRUST, PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR ANNEXATION; PROVIDING FOR PUBLICATION OF NOTICE OF THE PROPOSED ANNEXATION AND FILING OF A CERTIFIED COPY OF THIS ORDINANCE WITH THE CLERK OF CIRCUIT COURT IN AND FOR POLK COUNTY, FLORIDA AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR LAND USE AND ZONING DESIGNATIONS; PROVIDING FOR A COPY TO BE KEPT ON FILE; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

*Staff Contact: Richard Greenwood, Development Services Director*

City Manager Feacher presented on the Holly Hill Cutoff Road annexation and said there were no changes since first reading.

Mayor Tyler opened the public hearing.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the public hearing.

City Attorney Reilly read the Ordinance into record by title only.

**Commissioner West moved to approve Ordinance 17-1593 on second and final reading. The motion was seconded by Vice Mayor West.**

<b>RESULT:</b>	<b>APPROVED ON SECOND READING [UNANIMOUS]</b>
<b>MOVER:</b>	Horace West, Commissioner
<b>SECONDER:</b>	Morris West, Vice Mayor
<b>AYES:</b>	Mason, West, Tyler, West, Huffman

**7. NEW BUSINESS**

**7.A. RESOLUTION NO. 18-1295 : TARPON BAY PRELIMINARY PLAT - A RESOLUTION OF THE CITY OF HAINES CITY, FLORIDA GRANTING A PRELIMINARY PLAT OF TARPON BAY PHASE 1, 2, AND 3 SUBDIVISION LOCATED ALONG THE SOUTH SIDE OF ROE ROAD AND NORTH OF COUNTY ROAD 544 EAST IN HAINES CITY, FLORIDA; SETTING FORTH CONDITIONS; PROVIDING FOR FINDINGS; PROVIDING FOR RECORDING IN THE PUBLIC RECORDS; AND PROVIDING AN EFFECTIVE DATE.**

*Staff Contact: Richard Greenwood, Development Services Director*

Development Services Director Greenwood presented on the Tarpon Bay at Roe Road Preliminary Plat.

Commissioner Mason recused himself and abstained from voting.

The City Commission discussed the development being single family homes and not vacation homes, the number of entrances, and the primary entrance being off of Highway 544 into the Tarpon Bay development.

Mayor Tyler opened the public hearing.

Charmeythia Streeter spoke about the increase in traffic, the increase in students at the local schools, and the need to increase the service level for the summer program. In addition she wanted to know what the benefit was to the city.

Sharon Garrett addressed the City Commission about upgrading 30<sup>th</sup> Street and the need for a sidewalk from the high school to Hinson. Further discussion surrounded Hurricane Irma debris still being on the county side of the road which makes the kids have to walk in the street.

Public Works Director Javed explained the city attempted to work with the county to have the sidewalks installed and the application was denied for a lack of right of way.

Mayor Tyler closed the public hearing.

City Attorney Reilly read the Resolution into record by title only.

**Vice Mayor West moved to approve Resolution 18-1295. The motion was seconded by Commissioner West.**

**RESULT:** APPROVED [4 TO 0]  
**MOVER:** Morris West, Vice Mayor  
**SECONDER:** Horace West, Commissioner  
**AYES:** Horace West, Roy Tyler, Morris West, Anne Huffman  
**ABSTAIN:** Don Mason

**7.B. RESOLUTION NO. 18-1296 : A RESOLUTION OF THE CITY OF HAINES CITY, FLORIDA; PROVIDING FOR ADOPTION OF THE PERSONAL TRAINING POLICY AND ADMINISTRATIVE FORMS; PROVIDING FOR THE INCORPORATION OF RECITALS; PROVIDING FOR THE CITY CLERK TO KEEP A COPY OF THE POLICY ON FILE; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

*Staff Contact: Terrell Griffin, Parks and Recreation Director*

Parks and Recreation Director Terrell Griffin presented on the Personal Trainer Resolution.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

City Attorney Reilly read the Resolution into record by title only.

**Commissioner West moved to approve Resolution 18-1296. The motion was seconded by Commissioner Huffman.**

The motion passed by a majority vote.

**RESULT:** APPROVED [4 TO 1]  
**MOVER:** Horace West, Commissioner  
**SECONDER:** Anne Huffman, Commissioner  
**AYES:** Horace West, Roy Tyler, Morris West, Anne Huffman  
**NAYS:** Don Mason

**7.C. RESOLUTION NO. 18-1297 : A RESOLUTION OF THE CITY OF HAINES CITY, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO TAKE ACTION TO DEFEND A FEDERAL LAWSUIT FILED AGAINST THE HAINES CITY POLICE DEPARTMENT AND INDIVIDUAL POLICE OFFICERS; PROVIDING FOR THE CITY ATTORNEY TO TAKE ACTION TO DEFEND THE LAWSUIT; PROVIDING FOR GENERAL AUTHORITY; AND PROVIDING AN EFFECTIVE DATE.**

*Staff Contact: Fred Reilly, City Attorney*

City Attorney Reilly presented on the Resolution providing authorization to defend the city in a federal lawsuit for Strickland v. City of Haines City.

Commissioner Mason inquired as to why this item was on the agenda. It was suggested to have a blanket resolution authorizing the City Attorney to be able to defend the city without each case having to be approved by the City Commission.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

City Attorney Reilly read the Resolution into record by title only.

**Commissioner Mason moved to approve Resolution 18-1297. The motion was seconded by Commissioner West.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Mason, Commissioner
<b>SECONDER:</b>	Horace West, Commissioner
<b>AYES:</b>	Mason, West, Tyler, West, Huffman

#### **7.D. RECLAIMED WATER IMPROVEMENTS AND LAKE EVA RECHARGE FEASIBILITY STUDY**

*Staff Contact: Linda Fisher, Interim Utilities Director*

At 8:11 p.m. Commissioner Huffman left the meeting.

Interim Utilities Director Fisher presented on a request for approval of the Task Authorizations with Reiss Engineering, Inc. for the Preliminary Design of Reclaimed Water Improvements and Lake Eva Recharge Feasibility Study. She said the intent of this agenda item was to request approval of the Task Authorizations with Reiss Engineering, Inc. for the Preliminary Design of Reclaimed Water Improvements and Lake Eva Recharge Feasibility Study. Southwest Florida Water Management District (SWFWMD) Project Numbers N888 and N898.

She continued and said these projects were to be co-funded through a cost share program with Southwest Florida Water Management District (SWFWMD). Haines City was approved for 75% funding through SWFWMD's Rural Economic Development Initiative (REDI) program.

The following is a list of the two Task Authorizations: RFQ No. 160503

- a. SWFWMD No. N888 Lake Eva Recharge Feasibility Study (2 year project)-Contract Cost = \$338,456
- b. SWFWMD No. N898 Preliminary Design of Reclaimed Water Improvements (1 year



project) - Contract Cost = \$291,030

She went on to say the budget impact was \$129,485.50 and can be found on page 238 in the fiscal year 2017/2018 budget. She concluded by saying staff recommends approving the Preliminary Design of the Reclaimed Water Improvements and the Lake Eva Recharge Feasibility Study with Reiss Engineering, Inc.

Mayor Tyler opened the floor to public comments.

Sharon Garrett asked a few questions. She wanted to know where the reclaimed water was going to come from and it was explained by the Interim Utilities Director the request before the City Commission was for a feasibility study with the water going into a rapid infiltration basin. She then asked where the rapid infiltration basin would be located and it was clarified the feasibility study was being conducted to determine feasible locations. Ms. Garrett went on to say the project would have to pump the reclaimed water over a mile and uphill. She concluded by saying the city tears up the roads enough so maybe the city needs to find a different location for the discharge of reclaimed water.

Cindy Rodriguez of the Southwest Florida Water Management District [District] wanted to address some of the concerns and said when the District co-funds a project they take a look at the environmental or resource benefit. She continued and said they would not fund a project where the benefit does not match the cost. She said after the completion of the feasibility study everyone will then decide if the project does meet the cost-benefit ratio and if it provides the environmental benefit that we need, at a cost that is reasonable, then the District would typically enter into an agreement to co-fund the project. If the feasibility study determines it does not meet the criteria, the District won't fund the project.

Albertine Richards asked how much the study was going to cost the city and it was shared that the city would be responsible to pay 25% of \$300,000. She concluded by saying she thinks that was quite a lot of money for the city to spend not knowing if it would be beneficial in the long run or not.

Mayor Tyler closed the floor to public comments.

**Commissioner Mason moved to approve Item 7.D. The motion was seconded by Vice Mayor West.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Don Mason, Commissioner
<b>SECONDER:</b>	Morris West, Vice Mayor
<b>AYES:</b>	Don Mason, Horace West, Roy Tyler, Morris West
<b>ABSENT:</b>	Anne Huffman

## **7.E. STATE ROAD 544 WATER MAIN EXTENSION PROJECT**

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval for the engineering services of design, permitting, bidding, and construction for the State Road 544 Water Main Extension Project with Wright-Pierce. Wright-Pierce was an approved continuing service vendor with the City of Haines City. She went on to say the city intended to construct a new 16-inch nominal diameter, potable water main along State Road 544 from approximately 510 feet west of 10<sup>th</sup> Street to Circle 4 Drive. This water main will replace the existing 6-inch diameter water main along the same route. The new water main will connect to the existing 16-inch diameter water main located near Circle 4 Drive and connect to the existing 16-inch diameter water main running along SR 544 near the intersection of SR 544 and 10<sup>th</sup> Street (SR 17), based on pipe sizing determined by the City. Additionally, the project includes approximately 65 linear feet of a 10-inch water main connecting an existing 10-inch water main on 10<sup>th</sup> Street to and existing 16-inch water main on the northeast corner of the intersection of SR 544 and 10<sup>th</sup> Street.

She continued and said this project will provide improved water quality by “looping” the water system with the connection of the 16-inch line on SR 544 to the 10-inch existing line on 10<sup>th</sup> Street. This connection was intended but never made with the improvement of the SR 544 and 10<sup>th</sup> Street intersection completed by the Florida Department of Transportation. In addition, this project will improve water pressure to existing customers served from SR 544 and allow for future growth of planned subdivisions in the area. The size of the water main on SR 544 from 10<sup>th</sup> Street to Circle 4 Road will be increased from a 6-inch to a 16-inch water main. A current subdivision is planned in this area and this improvement is necessary to provide water service to them.

She shared the budget impact was \$108,805 and staff recommended approval of task order number two with Wright-Pierce for the State Road 544 Water Main Extension.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Vice Mayor West moved to approve the agreement with Wright-Pierce for the State Road 544 Water Main Extension Project. The motion was seconded by Commissioner West.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Morris West, Vice Mayor
<b>SECONDER:</b>	Horace West, Commissioner
<b>AYES:</b>	Don Mason, Horace West, Roy Tyler, Morris West
<b>ABSENT:</b>	Anne Huffman

## **7.F. WATER PLANT #2 EMERGENCY GENERATOR FUEL TANK PURCHASE**

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval to purchase and install a new fuel tank for the emergency generator at Water Plant #2 due to a leak in one of the tanks.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Commissioner West moved to approve item 7.F. The motion was seconded by Commissioner Mason.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Horace West, Commissioner
<b>SECONDER:</b>	Don Mason, Commissioner
<b>AYES:</b>	Don Mason, Horace West, Roy Tyler, Morris West
<b>ABSENT:</b>	Anne Huffman

## **7.G. CONTINGENCY TASK FOR ROBINSON DRIVE FORCE MAIN PROJECT**

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval to use contingency funds in the amount of \$31,800 for additional design services with Jones Edmunds & Associates, Inc. for the Force Main Project from Robinson to 20th Street. She continued and said this project was originally authorized by the City on June 6, 2016 and amended via Amendment No.1 on March 2, 2017, in accordance with the original plan to develop the project in two (2) phases.

Amendment #1 included a Contingency Task (\$32,500) in the event additional design services were needed beyond those described in the approved scope of services.

The additional scope of services for this request of contingency task includes the following:

1. Develop a demolition plan for the old piping and valve vault and design for new discharge piping, replacement pumps and associated equipment, and electrical services to modify Lift Station 2.
2. Develop a demolition plan for old piping and vault, design for new discharge piping and electrical services to modify Lift Station 4. The City has purchased new pumps for this Lift Station. The system model will be updated with the new pump data.
3. Develop a new lift station mechanical and electrical requirements for modification to Lift Station 1. This will include specifications with written description for the mechanical and electrical modifications required. The City has purchased new pumps for this Lift

Station. The system model will be updated with the new pump data.

4. Develop electrical designs for the lift station 38 to replace the current control panel with a larger control panel and variable frequency drive units.

She concluded by saying the budget impact was \$31,800 and staff recommended the request for the additional design services with Jones Edmunds & Associates, Inc. on the Force Main Robinson Street project be approved.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Vice Mayor West moved to approve the request to use the contingency funds with Jones Edmunds & Associates, Inc for the design services. The motion was seconded by Commissioner Mason.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Morris West, Vice Mayor
<b>SECONDER:</b>	Don Mason, Commissioner
<b>AYES:</b>	Don Mason, Horace West, Roy Tyler, Morris West
<b>ABSENT:</b>	Anne Huffman

## **7.H. CDBG SEWER REPLACEMENT PROJECT**

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval of the contract with CivilSurv for the Community Development Block Grant (CDBG) Sewer Replacement and Administration Services agreement for Fred Fox Enterprises, Inc. She said on May 2, 2013, City Commission approved the contract with CivilSurv for the design and permitting for the CDBG Sewer Replacement Project. The contract stated that bidding and construction services would be negotiated at a later date. Upon executing this contract with CivilSurv, City staff is prepared to go out to bid for this project.

She continued and said the City was awarded a Seven Hundred and Fifty Thousand Dollars (\$750,000) Grant from DEO (Florida Department Economic Opportunity) Contract Number: 17DB-OL-07-63-02-N 23. On April 21, 2016, the City of Haines City committed funding to provide up to One Million One Hundred Eighty-Eight Thousand One Hundred Eighty-Four Dollars (\$1,188,184).

She concluded by saying the budget impact was \$1,146,685 and staff recommended approval.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Commissioner West moved to approve the contract with CivilSurv for the CDBG Sewer Replacement and Administration Services. The motion was seconded by Don Mason.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Horace West, Commissioner
<b>SECONDER:</b>	Don Mason, Commissioner
<b>AYES:</b>	Don Mason, Horace West, Roy Tyler, Morris West
<b>ABSENT:</b>	Anne Huffman

## **7.I. COMPOST FACILITY ROOF REPAIR**

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval of the quote by Shelter Structures, Inc. in the amount of \$105,423 to repair roof damage on the compost facility caused by Hurricane Irma. She went on to explain the compost facility roof was damaged and staff attempted to obtain three (3) quotes for the repairs needed. All the companies for this type of roof were out of the State of Florida. Shelter Structures, Inc. was the original contractor when the structure was built in 2016/2017.

Shelter Structures, Inc.	\$105,423
Signature Structures	\$103,060 (Quote on photo's only did not visit the site)
Birdair, Inc.	Declined to quote

She concluded by saying staff recommended Shelter Structures, Inc. be awarded the bid in the amount of \$105,423.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Vice Mayor West moved to approve the quote by Shelter Structures, Inc. to repair the roof damage on the compost facility. The motion was seconded by Commissioner West.**

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Morris West, Vice Mayor  
**SECONDER:** Horace West, Commissioner  
**AYES:** Don Mason, Horace West, Roy Tyler, Morris West  
**ABSENT:** Anne Huffman

## 7.J. UPGRADE SCADA PLC SOFTWARE AND HARDWARE

*Staff Contact: Linda Fisher, Interim Utilities Director*

Interim Utilities Director Fisher presented on a request for approval to Nuterra for upgrade to the SCADA PLC (Neutralizer Supervisory Control and Data Acquisition) Software and Hardware for the BCR process. She went on to say the City of Haines City produced Class AA Bio-Solids (Fertilizer) through the BCR Bio-Solids Process.

The SCADA and Software for the BCR Process were outdated and City Staff had been experiencing problems in processing the bio-solids due to the outdated Software. Nuterra is a sole source for this improvement due to intellectual property maintained via license and authorization from BCR Environmental Corporation. She concluded by requesting approval for Nuterra as sole source provider to upgrade the SCADA PLC Software and Hardware in the amount of \$ 48,607.

Commissioner Mason recused himself and abstained from voting.

Mayor Tyler opened the floor to public comments.

There were no members of the public that came forward to speak to the Mayor and City Commissioners.

Mayor Tyler closed the floor to public comments.

**Commissioner West moved to approve the agreement for the upgrade to the Neutralizer Supervisory Control and Data Acquisition hardware and software. The motion was seconded by Vice Mayor West.**

**RESULT:** APPROVED [3 TO 0]  
**MOVER:** Horace West, Commissioner  
**SECONDER:** Morris West, Vice Mayor  
**AYES:** Horace West, Roy Tyler, Morris West  
**ABSTAIN:** Don Mason  
**ABSENT:** Anne Huffman

## 8. CITY MANAGER'S REPORT

City Manager Feacher congratulated the City Attorney for being the Citizen of the Year and provided a legislative update. He said he will continue to fight for the CRA and Home Rule when he is in Tallahassee with our young leaders.

No official action was taken by the City Commission.

**9. CITY CLERK'S REPORT**

City Clerk Bourgeois reminded everyone about the upcoming town hall meeting and announced the qualifying and election dates.

No official action was taken by the City Commission.

**10. CITY ATTORNEY'S REPORT**

City Attorney Reilly said he was very honored and humbled to receive the recognition from the Chamber of Commerce for Citizen of the Year. He went on to say he is grateful to be a part of the Haines City Community and the people he works with. The city is moving in a positive direction. He went on to ask the City Commission if they wanted his attendance at the upcoming Town Hall meeting series.

Commissioner West said he did not want to have the City Attorney continually have to ask to attend meetings that he should be telling us this is where he needs to be.

A consensus was given for the City Attorney to attend all of the Town Hall meetings.

**11. COMMISSION COMMENTS**

**Commissioner West**

Commissioner West welcomed Terrell Griffin to Haines City as the new Parks and Recreation Director. He went on to say that the city has wonderful staff in our facilities. He went on to congratulate the City Attorney and said it shows sincere appreciation of the residents. He announced the Martin Luther King, Jr. Day parade and concluded by requesting to reconfirm a consensus that the City Manager and the City Clerk should only be required to contact the Mayor in the event they will be out of the office; whether they are out sick, on vacation, attending conferences, or any other type of absence.

There was a consensus for the City Manager and City Clerk to contact the Mayor only for authorization when they will be out of the office.

Further discussion ensued and it was recommended that when the City Manager and City Clerk have planned a vacation or requested a day off, that they notify the City Commission. It was agreed a notification was fine after authorization from the Mayor was obtained.

Commissioner West said he just wanted to provide clarification to the City Manager and City Clerk on the expectations and process.

Mayor Tyler said in dealing with all three City Commission employees, they have been nothing less than stellar in providing plenty of advance notice.

**Vice Mayor West**

Vice Mayor West congratulated the City Attorney and said he was very elated. He

continued and said he is very happy to see the City Manager traveling to Tallahassee because it was very important that he was in attendance. He went on to share that the State Legislature was trying to control the municipalities by attempting to abolish the CRA and to increase tax exemptions. He concluded by saying if we don't fight for Home Rule, then no one else will.

**Mayor Tyler**

Mayor Tyler echoed the sentiments to the City Attorney for a job well done, and praised his contributions to the City of Haines City. He mentioned all of them were graduates of Haines City High School. He continued and encouraged attendance at the Martin Luther King, Jr. Day parade this weekend. He concluded by saying let's all continue to pray for our City and its continuing progress.

**12. ADJOURNMENT**

At 8:42 p.m., the city commission meeting was adjourned.

APPROVED: \_\_\_\_\_

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Linda Bourgeois  
City Clerk