

1 MINUTES, CITY COUNCIL MEETING  
2 JANUARY 7, 2014, 7:00 P.M.  
3 CITY COUNCIL CHAMBERS, 1 S. CENTRAL AVENUE, UMATILLA, FL 32784  
4

5 This meeting was convened and held as noticed at 7:00 p.m. **President Olson** led the pledge of  
6 allegiance and **Assistant Public Works Director Richard Hatfield** gave the invocation.  
7

8 IN ATTENDANCE: President Eric Olson; Vice President Peter Tarby; Council members David Adams,  
9 Ralph Cadwell, Donnie Kent; Mayor Laura Wright; Police Chief Adam Bolton; Public Works Director  
10 Kenneth White; Assistant Public Works Director Richard Hatfield; Fire Chief Michael Vitta; Land  
11 Planner Greg Beliveau; City Manager Glenn Irby; City Clerk Karen Howard

12 ABSENT:  
13

14 **AGENDA REVIEW**  
15

16 **MOTION by Tarby; SECOND by Kent; to approve agenda as presented. Motion carried.**  
17

18 **ORGANIZATIONAL MEETING**

19 Elections

- 20 a. City Council President  
21

22 **MOTION by Kent; SECOND by Adams; to nominate Eric Olson to remain as Council President**  
23 **for 2014. Motion carried.**  
24

- 25 b. City Council Vice President  
26

27 **MOTION by Adams; SECOND by Tarby; to nominate Donnie Kent as Council Vice President.**  
28 **Motion carried.**  
29

30 **APPOINTMENTS**

- 31 1. City Manager Recommendations:  
32

33 **City Manager Glenn Irby** made recommendations

- 34 a. City Clerk  
35

36 **MOTION by Adams; SECOND by Tarby; to reappoint Karen Howard as City Clerk. Motion**  
37 **carried.**  
38

- 39 b. City Attorney  
40

41 **MOTION by Kent; SECOND by Adams; to appoint Stone & Gerken as City Attorney. Motion**  
42 **carried.**  
43

- 44 c. Special Master  
45

46 **City Manager Irby** said **Mr. Michael Hatfield** indicated he was not able to be the alternate and we are  
47 looking for someone else.  
48

49 **MOTION by Tarby; SECOND by Cadwell; to appoint Brenda Smith as Special Master. Motion**  
50 **carried.**

51 d. Official Depository

52

53 **MOTION by Kent; SECOND by Cadwell; to designate United Southern Bank as the official City**  
54 **Depository. Motion carried.**

55

56 2. Appointment of Lake County League of Cities Director and Alternate Director

57

58 **City Manager Irby** said this is something required by the Lake County League of Cities. The Director  
59 needs to be an elected official but the alternate does not have to be elected.

60

61 **MOTION by Kent; SECOND by Tarby; to appoint Peter Tarby as the Lake County League of**  
62 **Cities Director and Glenn Irby as the Alternate Director. Motion carried.**

63

64 3. Appointment of City Liaison to Chamber of Commerce Board of Directors

65

66 **City Manager Irby** said staff recommendation is to reappoint Mr. Hatfield to serve in this capacity.

67

68 **MOTION by Adams; SECOND by Cadwell; to reappoint Richard Hatfield as the City Liaison to**  
69 **the Chamber of Commerce Board of Directors. Motion carried.**

70

71 4. Appointment of MPO Board Member and Alternate

72

73 **City Manager Irby** said currently **Mr. Olson** and **Mr. Tarby** serve on this board; staff recommends they  
74 be reappointed.

75

76 **MOTION by Kent; SECOND by Adams; to reappoint Eric Olson as the MPO Board Member and**  
77 **Peter Tarby as the Alternate MPO Board member. Motion carried.**

78

## 79 PRESENTATIONS

80 Economic Development & Tourism Department – Robert Chandler

81

82 **Robert Chandler** said last year we requested your assistance with the Business Opportunity Centers  
83 (BOC) as part of our Business Retention and Expansion Program which launched locations in Leesburg,  
84 Eustis, and Groveland in September 2012. I am here to give you an update to let you know where your  
85 money is going. We have two major functions: the BOC and the Economic Development Coordination.  
86 The North East representative is **Jason Mabry**.

87

88 **Mr. Chandler** said the BOC is a full service support system for businesses of all scales. The support  
89 services have been very well received. Training classes have been full and the consulting sessions have  
90 been very well attended and a second consultant has been hired.

91

92 The incubator side has not been at the level we anticipated. **Nancy Muenzmay** is the new director.  
93 Incubators are different all over the country. **Mr. Chandler** discussed lessons learned through the  
94 process: we will be marketing the incubators more effectively and will be offering more and varied  
95 classes. Feedback from business owners indicate finding and securing funding is an issue and we have  
96 taken steps to address that need.

97

98 **Mr. Chandler** said the redefined Mission Statement is: “The BOC is a comprehensive business support  
99 ecosystem designed to connect business innovators, market experts, customers, and capital providers for  
100 the purpose of transporting business ideas into viable business ventures.”

101 Our revised operational structure moving forward includes: training, consulting, participation in the  
102 incubator program. Training offerings will be increased and we have created a calendar of class  
103 offerings. Training takes place at the North and South campuses of Lake Sumter State College where  
104 there is more space available for attendees. We are adding marketing, social media, bookkeeping,  
105 insurance, legal, and other classes. The classes will be taught by local volunteers from the business  
106 community.

107  
108 The consulting side has **Stan Austin**, a certified business analyst, who is very effective. We found we  
109 needed help with financing so we hired a second certified business analyst who is meeting with banks and  
110 investors.

111  
112 The incubator side has office space in all BOCs, but there are other concepts that are becoming more  
113 popular. One is to lease the office on a daily basis or a bunch of entrepreneurs can meet to brainstorm  
114 ideas. We are trying to find what will work best for Lake County.

115  
116 Marketing is a big thing; we will be doing billboards and print media. If the marketing campaign runs  
117 and the programs are not performing to the level we expect we will adjust and evolve. We will be doing  
118 this presentation at all cities and evaluate at the six month period to see what adjustments need to be  
119 made. We have been able to help businesses.

120  
121 Discussion ensued regarding the number of Umatilla businesses helped by the BOC. The Small Business  
122 Development Center (SBDC) tracks the numbers and **Ms. Muenzmay** said all cities have been  
123 represented evenly. Community involvement was discussed and printed materials are being developed  
124 which will be provided to the city for distribution.

125  
126 **APPROVAL OF MINUTES:**

- 127 5. Minutes  
128 a. City Council meeting, December 17, 2013  
129 b. City Council Workshop, December 9, 2013  
130 c. City Council Special Meeting, October 29, 2013  
131

132 **MOTION by Adams; SECOND by Kent; to approve the Minutes of the City Council meeting of**  
133 **December 17, 2013; the City Council Workshop of December 9, 2013; and the City Council Special**  
134 **Meeting of October 29, 2013. Motion carried.**

135  
136 **MAYOR'S REPORT**

137  
138 **Mayor Laura Wright** reported the following activities: attended music concerts at Umatilla Elementary  
139 School and Umatilla Middle School and they did a wonderful job and also attended Christmas with Santa  
140 at the Elementary School. Discussed meeting and working with Old Mill Stream residents, who are  
141 important to this community. We baked over 300 Christmas cookies with the girls from the Girls Ranch.  
142 The girls attended a party at Moss Gate and passed out cookies at church.

143  
144 I will be visiting our local businesses to let them know we care about them and to find out their needs.  
145 My goal is to visit five businesses each month.

146  
147 I will be speaking at upcoming Women's Club and Kiwanis meetings. I assisted other volunteers in  
148 packing 115 backpack lunches for local children at church today. We have a lot of children who benefit  
149 from this program. There is a lot going on in the community and a lot of things coming up.

150 **Mayor Wright** said it seems there was a big problem with the city float being selected as the best float in  
151 the Cracker Christmas Parade. **Mayor Wright** discussed the negative comments she received and stated  
152 she was on the float and did not know the float was going to be judged. Negative comments went as far  
153 back as last year when she was awarded the Silver Spoon at the Taste of North Lake County. I will  
154 continue to participate in these events but told the Chamber I do not want to be judged. I participate to  
155 help the community and not for accolades.

156  
157 **PUBLIC COMMENT**

158 **Mary Johnson**, 500 Rose Street said she thought it was ridiculous what happened at the parade.

159  
160 **Ms. Johnson** questioned when residents would see a savings reduction for the change in garbage  
161 collection from twice a week to once a week. I have a problem with wild animals and have to store stinky  
162 garbage in the garage.

163  
164 **President Olson** responded all garbage will be picked up whether it is in the furnished cans. We will see  
165 some savings when we pay off the chipper truck, a free service the city furnishes. We are not savings that  
166 much.

167  
168 **Ms. Johnson** said we were told that we were going to be saving money and that it was going to be passed  
169 on to the citizens of Umatilla. I will start a petition and go door to door.

170  
171 **PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS**

172 6. Ordinance 2013 – S Comprehensive Plan Amendment, First Reading

173  
174 **City Attorney Katrina Stone** read the ordinance by title:

175  
176 **ORDINANCE 2013-S**

177  
178 **AN ORDINANCE OF THE CITY OF UMATILLA, LAKE COUNTY, STATE OF FLORIDA,**  
179 **PURSUANT TO THE PROVISIONS OF FLORIDA STATUTE 163.3184; AMENDING THE**  
180 **COMPREHENSIVE PLAN (ATTACHED AS EXHIBIT A) FOR THE CITY OF UMATILLA;**  
181 **DIRECTING THE CITY CLERK TO PROVIDE CERTIFIED COPIES OF THIS ORDINANCE**  
182 **AFTER APPROVAL TO THE CLERK OF THE CIRCUIT COURT, THE LAKE COUNTY**  
183 **MANAGER AND THE SECRETARY OF STATE OF THE STATE OF FLORIDA; PROVIDING**  
184 **FOR AN EFFECTIVE DATE.**

185  
186 **City Manager Irby** said this is a continuation from the Land Planning Agency (LPA) meeting that began  
187 at 6:30 p.m. tonight.

188  
189 **Land Planner Greg Beliveau** requested his testimony from the LPA be moved forward to this hearing as  
190 well as the recommendations and ask the motion that was recommended by the LPA be the motion that is  
191 made by the City Council which is part of the transmittal to the Department of Economic Opportunity.

192  
193 **MOTION by Tarby; SECOND by Kent; to approve Ordinance 2013-S with verbatim transmittal of**  
194 **prior comments and additions to the Comprehensive Plan.**

195 **AYES: Adams, Cadwell, Kent, Tarby, Olson**

196 **NOS:**

197 **Motion carried.**

198  
199 7. Ordinance 2014 – A Open Air and Food Truck Vendors, First Reading

200 City Attorney **Katrina Stone** read the ordinance by title:

201

202

ORDINANCE 2014 – A

203

204 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UMATILLA, LAKE COUNTY,  
205 FLORIDA AMENDING CHAPTER 6, ARTICLE IV OF THE CODE OF ORDINANCES OF  
206 THE CITY OF UMATILLA ENTITLED OPEN AIR AND MOBILE FOOD TRUCK VENDORS;  
207 PROVIDING FOR ZONING; PROVIDING FOR DAYS AND HOURS OF OPERATION;  
208 PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING  
209 FOR AN EFFECTIVE DATE.

210

211 City Manager **Irby** said on December 3, 2013, Council approved Ordinance 2013-R, allowing Open Air  
212 and Food Truck Vendors. After adoption, staff discovered an issue and in the interim we were also  
213 approached by land owner **Paul Bryan**.

214

215 The issue staff found was that open air vendors and food truck vendors were prohibited from operating  
216 within 500 feet of a brick and mortar restaurant. It was only intended for this to apply only to food truck  
217 vendors.

218

219 Mr. **Bryan** approached Council regarding using his land north of Pizza Hut and he wants to use that for a  
220 weekend Farmer's Market. The old hours of operation were cited Friday through Monday if it is a legal  
221 holiday. You agreed to allow Friday through Monday. There were also certain zonings and Mr. **Bryan**  
222 requested Commercial PUD be added to the list. Hours of operation for food truck vendors would have  
223 been limited to daylight hours. Staff changed the hours from not earlier than sunrise and not later than 11  
224 p.m. because food truck vendors at other municipalities are often associated with nighttime events.

225

226 Paul **Bryan** said for the record that Mayor **Wright** is a great Mayor and that he appreciates everything  
227 you do. Mr. **Bryan** thanked the Council for bringing the ordinance back. The ideal situation would be a  
228 two day Farmer's and Flea Market on Saturday and Sunday. The ordinance does not allow the vendors to  
229 be stay set up overnight. That is why we were looking at Monday as a single day. Mr. **Bryan** asked to  
230 discuss perhaps allowing one weekend night for the vendor's to stay set up to provide better vendors and  
231 get more people here.

232

233 Sam **Gilbert**, potential operator of proposed farmer's and flea market, said it is hard to bring vendors in  
234 and have them pack up and put it in the next day. We want a nice clean market and something in which  
235 we could take pride. It would be beneficial to Olde Mill Stream and it would bring business to town from  
236 the surrounding areas. If you cannot see allowing us to stay set up overnight we will take Monday and  
237 run with it. If you would allow us to stay set up Saturday night only we would appreciate it.

238

239 Nice tents and displays take time and labor to put up. A one day market would not be as successful. We  
240 want something clean and we want to make it look nice. Our plans are to have dumpsters on the backside  
241 enclosed so they are not seen. If we could work together we could make this successful with eye appeal.

242

243 Council member **Adams** asked about possible vandalism overnight. Mr. **Gilbert** said there would be  
244 someone on premises all night. There is an office trailer there that we want to paint and landscape and  
245 make it look good. It would not be humongous; there would be four phases step. We would have  
246 someone keep an eye on it.

247

248 **Council member Tarby** expressed concern about allowing people to set up on that property and other  
249 people wanting to set up in the park. We are trying to do this as a total unit for the whole property.  
250 Sometimes the farmer's market on the Southside does not look nice; that is my concern.  
251

252 **City Manager Irby** said there is not much difference in the PUD zoning. It cannot be site specific in an  
253 ordinance. It does not mean these would be set up in city parks because we would have to grant  
254 permission. Discussion focused on what would be allowed and where it would be allowed.  
255

256 **Council member Tarby** said allowing this Friday, Saturday, Sunday and now Monday; the whole idea of  
257 the ordinance was to clean this up.  
258

259 **City Manager Irby** said in the ordinance you have to get the owner of the property's permission for the  
260 property use.  
261

262 **Vice President Kent** said we were trying to clean up Southside. Discussion ensued regarding the stand at  
263 Southside and how as soon as this passes the vendor will be approached.  
264

265 **Paul Bryan** suggested requiring overnight security if you do not want to allow overnight set up.  
266

267 **Mr. Gilbert** requested Saturday and Sunday if allowing set up overnight. If there is a one day only it  
268 would be Monday. He would like to get it started as soon as possible.  
269

270 **Council member Tarby** said the ordinance would allow him to be in operation four days. My opinion is  
271 I am against adding that to the ordinance. I want to get rid of the eyesores; people are commenting on  
272 the way things are looking better.  
273

274 **Mayor Wright** said as a business person she would like to see people to come to Umatilla to eat and  
275 shop. **President Olson** agreed a farmer's market would bring people to town and help our other  
276 businesses.  
277

278 **City Manager Irby** said **Attorney Stone** suggested looking at other city's ordinances and bring the  
279 information back at the next meeting. You would be passing it on first reading and at the second reading  
280 the Council could pass, deny, or decide to postpone.  
281

282 **Council determined they needed more information.** **Council member Tarby** stated he was opposed.  
283

284 **President Olson** called for a motion.  
285

286 **Attorney Stone** said if you want the ordinance to come back for a second reading you need to make a  
287 motion. Nothing is adopted until the second reading.  
288

289 **Council member Tarby** said we need the ordinance; I am not against the ordinance. My intent is I am  
290 not sure about the Mondays. Friday, Saturday, Sunday and Monday holidays could bring people in. The  
291 overnight issue - I am concerned about possible problems in the park if people ask to use the park. That is  
292 my opinion. I am for the ordinance if someone will make a motion. I am not for what is trying to happen  
293 here. People could put their stuff up and leave it for four days.  
294

295 **City Manager Irby** said the way this ordinance is written it is not in here that they can leave anything up  
296 overnight. You would have to direct staff to make a change to the ordinance. His request is for the  
297 display to stay up Saturday night.

298 **MOTION by Tarby; SECOND by Kent; to approve this ordinance the way it is written.**

299

300 City Manager Irby asked for discussion regarding staff obtaining information.

301

302 **MOTION restated by Tarby; SECOND by Kent; to approve Ordinance 2014-A Open Air and Food**  
303 **Truck Vendors first reading and if you would please try to find some information on the other I**  
304 **would appreciate it.**

305 **AYES: Adams, Cadwell, Kent, Tarby, Olson**

306 **NOs:**

307 **Motion carried.**

308

309 Paul Bryan asked if the change would be made to include the Commercial PUD Zoning. City Manager  
310 Irby responded the change would be made during the second reading.

311

## 312 NEW BUSINESS

313

314 8. Wicks Engineering Contract for 2014

315

316 City Manager Irby said we will once again be advertising for engineering services through the  
317 Consultant's Competitive Negotiations Act (CCNA) in the first quarter of this year for CCNA. If Mr.  
318 Wicks responds to that and is selected during the process there would be a new contract.

319

320 **MOTION by Adams; SECOND by Kent; to approve contract with Wicks Engineering. Motion**  
321 **carried.**

322

## 323 GENERAL DISCUSSION

324

325 City Manager Irby said Lake County Days is scheduled for February 18<sup>th</sup> and 19<sup>th</sup>. We need to get the  
326 RSVPs in. Please get with Karen and let her know. If we have less than the quorum we will need to  
327 reschedule the Council meeting on February 18<sup>th</sup>.

328

329 City Manager Irby reported the airport has three parcels of land that because of the charter are not  
330 usable. The operation of the airport cannot be expanded without going back to the voters with a  
331 referendum. These three parcels need to go back on the tax roll and it is a strong recommendation to sell  
332 the properties: the grapefruit grove, a small parcel is on the west side of the lake, and the old jump site.

333

334 Discussion ensued regarding retaining the lakefront parcel. City Manager Irby said it is an asset of the  
335 airport and the general fund would have to buy it from the airport.

336

337 City Manager Irby recommended having the land appraised. A price for the appraisals of the two  
338 properties will be brought back at a future meeting.

339

340 City Manager Irby reported the advertisement with Invitation to Bid on the Sewer Rehab project will  
341 publish on Sunday. The mandatory pre-bid meeting will be on January 20<sup>th</sup> and the bids are due on  
342 February 20<sup>th</sup>.

343

344 City Manager Irby said you will get the information on the waterline rehabilitation this month. There  
345 were multiple ways of doing the work.

346

347 **Council member Tarby** asked about the house that burned on Orange and East Lake Street. **City**  
348 **Manager Irby** responded the property was sold and the person who purchased it asked for a three month  
349 suspension to have it torn down, which was denied. It has been turned over to code enforcement.

350  
351 **Council member Tarby** asked about the Orange Avenue and **City Manager Irby** reported there was no  
352 forward movement.

353  
354 **City Manager Irby** reported the status of the City Hall Building Improvement and said the hold up on  
355 the project was because of issues with the shop drawings provided by Romac to our architect for the  
356 trusses. It should not be too much longer.

357  
358 **REPORTS TO COUNCIL**

359 Public Works Report – **Director Kenneth White** reported it had been slow over the holidays and we are  
360 looking forward to getting back in our normal routine.

361  
362 Police Activity Report – **Police Chief Adam Bolton** reported they are working through the hiring  
363 process. **Chief Bolton** will be attending the Chief’s Conference this weekend.

364  
365 **Fire Chief Michael Vitta** reported everything is going good.

366  
367 **President Olson** noted the Code Enforcement report in the packet as well as enclosures about the  
368 SJRWMD Draft Water Supply Plan and 2014 Lake County Days. The upcoming meetings and events  
369 were reviewed.

370  
371 **Mayor Wright** said there is a ribbon cutting at Masterpiece Flooring on Saturday at 5:30 p.m. to kick off  
372 Evening on the Avenue.

373  
374 **Meeting adjourned 8:46 p.m.**

375  
376  
377  
378 \_\_\_\_\_  
379 Eric Olson  
380 Council President

381  
382  
383  
384 ATTEST:

385  
386  
387 \_\_\_\_\_  
388 Glenn A. Irby  
389 City Manager

387 \_\_\_\_\_  
388 Karen H. Howard, CMC  
389 City Clerk

390  
391