City Council
Approved Minutes
February 27, 2023
Council Chambers
6:30 PM

I. CALL TO ORDER

Present:	5 -	Councilmember Lori Wurtzel, Councilmember Vance Guthrie, Councilmember Michael Wilde, Vice-Mayor Lindsay Hall Harrison, Mayor John Lowndes
Absent:	0 -	

Mayor Lowndes called the February 27, 2023 meeting to order at 6:34pm. Staff also in attendance: Interim City Manager Reggentin, City Clerk Hollingsworth, City Attorney Shepard, Parks and Recreation Director Conn, Finance Director Gray, Public Works Director Tracy, Fire Chief Watts, Deputy Fire Chief Morton, Police Chief Manuel, Records Management Specialist Eichner, and Public Information Officer Sargent.

II. INVOCATION - DALE MCDONALD

Dale McDonald delivered the invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Lowndes led the Pledge of Allegiance.

IV. OLD BUSINESS

None to report.

V. CONSENT AGENDA

Councilmember Guthrie made the request to remove two (2) items from the consent agenda. There being no opposition, item #3, Resolution - Rules of Procedure Maitland City Council Meetings and consent item #6, Final Ranking for Maitland Library RFQ for Professional Planning and Architectural Design Services were removed and placed as the final two (2) decision items of the agenda.

Mayor Lowndes opened the public comment period for Consent items #2, #4, and #5. There being no one who wished to speak, Mayor Lowndes closed the Public Period.

A motion was made to approve the Consent agenda with the exception of consent item #3, Resolution - Rules of Procedure Maitland City Council Meetings and consent item #6, Final Ranking for Maitland Library RFQ for Professional Planning and Architectural Design Services.

RESULT:	**Approve**
MOVER:	**Councilmember Vance Guthrie**
SECONDER:	**Councilmember Lori Wurtzel**

AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

1. CITY COUNCIL MEETING MINUTES OF FEBRUARY 13, 2023

Approve the City Council meeting minutes of February 13, 2023.

2. 1ST QUARTER 2023 FINANCIAL SUMMARY

Receive the 1st Quarter 2023 Financial Summary and Investment Schedule as presented.

3. RESOLUTION - RULES OF PROCEDURE MAITLAND CITY COUNCIL MEETINGS

The Rules of Procedure for Maitland City Council Meetings were initially adopted on March 14, 1988, and amended several times by various forms of Council action. The current rules do not match current practice of the City Council. The intent of this resolution is to adopt Rules of Procedure which mirror current practice. Changes from the 2014 version include:

1. Amending the time limits on speakers. The current practice is to allow a speaker 3 minutes to address an issue. The current rules state that there is a 5 minute time limit. This was amended as an informal act of the City Council. The amended version was adopted as part of the resolution.
2. The current rules state that a member of the City Council can request an agenda item no later than 4:30 pm on the Wednesday preceding the meeting. This is not consistent with the current agenda publication timeline. Internally, staff has a deadline of the Friday preceding the Wednesday of agenda publication to have their agenda items in the system for review. They are then reviewed for publication prior to Wednesday prior to a regular meeting no later than 4:30 pm. Having a City Council deadline for additions at the same time as publication is not feasible. The proposed rules state that the deadline for Council additions is the Monday prior to agenda publication at noon.
3. When the city updated the agenda software, the sequence of agenda items was altered. The new rules follow the agenda sequence as has been practiced for the last several years. Descriptions of each agenda category have also been added to describe what occurs in each category.
4. Lastly, the sections of the code of ordinances which address conduct at meetings have been included as an appendix to the Rules of Procedure.

The recommendation is to repeal all previously adopted rules and formalize the process by adopting new rules that mirror current practice, remove redundancies and inconsistencies. As rules change, amendments will be adopted by resolution to ensure they are tracked.

A discussion ensued.

Interim City Manager Reggentin addressed speaker cards as they were previously adopted by Council action, but not fully implemented. A discussion ensued.

Mayor Lowndes opened the public comment period.

Dale McDonald, 108 Tangelo Court, expressed concerns over a speaker sharing their speaker minutes. Mayor Lowndes stated each speaker is allotted 3 minutes and their minutes may not be shared.

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

After a brief discussion, a motion was made to approve Resolution No. 3-2023, adopting the Rules of Procedure Maitland City Council Meetings as amended on Page 2: **Speakers:** All speakers must complete and submit a Speaker Card to the City Clerk or designee, prior to the start of the meeting, "if possible".

RESULT:	**Approve**
MOVER:	**Councilmember Michael Wilde**
SECONDER:	**Councilmember Vance Guthrie**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

4. SAFE ROUTES TO SCHOOL GRANT INTERLOCAL AGREEMENT WITH WINTER PARK

Authorize the Mayor to sign the Interlocal Agreement between the City of Maitland and the City of Winter Park regarding Safe Routes to School Grant Improvements.

5. FORT MAITLAND PARK PROJECT CONSTRUCTION CHANGE ORDER #2 - BURKHARDT CONSTRUCTION, INC.

Authorize the Interim City Manager to approve change order #2 in the amount of $66,124.99 for final improvements to the Fort Maitland Park project as presented.

6. FINAL RANKING FOR MAITLAND LIBRARY RFQ FOR PROFESSIONAL PLANNING AND ARCHITECTURAL DESIGN SERVICES

Interim City Manager Reggentin stated the City of Maitland embarked on a review of the library in 2017 to determine options for upgrading and improving the facility or if a new facility would better serve the residents of Maitland. In 2018, a facility assessment was completed and, based upon the evaluation, the City Council determined upgrading and renovating the facility was not an option. As per City Council request in 2020, a comparative site evaluation process was done having three (3) sites evaluated, and the chosen site was City owned property at 301 S. Maitland Ave along with the adjacent parking lots to the east and west, Maitland Senior Center and Quinn Strong Park as the location for the new library.

On January 2022, as a result of a city-conducted poll of Maitland residents, three quarters of the responders indicated a new, modern and up to date library would be a more appropriate expenditure. On September 14, 2020 City Council meeting, the Council voted unanimously to approve Quinn Strong Park as the preferred site for the new library. Based upon this, the City determined to move forward with the design of a new library.

The initial phase of the project is to include the following:
1. Space planning to determine current and future needs for a new library, based upon collection size, programming, community/patron space, etc.,
2. Preparation of preliminary design, layout, architectural renderings and site plan,
3. Park design,
4. Address adaptive reuse of the existing library with emphasis on retaining the original structure, and
5. Public engagement

On November 18, 2022, the City received statements of qualifications for Request For Qualifications (RFQ) Number 710-2022-01, Professional Planning and Architectural Design Services for Maitland Library Project. Three firms submitted written statements of qualifications that were evaluated by the six (6) person selection committee and subsequent oral presentations by the three submitting firms were held on February 9, 2023. The selection committee was comprised of the following: Interim City Manager, Public Works Director, Community Development Director, Parks & Recreation Director, Maitland Public Library Director and CEO/Executive Director for Art & History Museums.

The selection committee ranked the firms in conformance with the Competitive Contract Negotiation Act (CCNA) as outlined in Florida Statute 257.055. The overall final ranking of the Selection Committee is:
1. HBM Architects, LLC.
2. Borrelli + Partners, Inc in association with HuntonBrady Architects, Inc.
3. Synalovski Romanik Saye Architecture, Planning, Interior Design.

Staff recommends City Council approve the ranking and authorize the Interim City Manager to negotiate a contract with the top ranked firm. After negotiations, the contract will be brought to the City Council for approval.

A discussion ensued. Interim City Manager Reggentin answered questions posed by the Council.

Mayor Lowndes opened the public comment period. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve the ranking of firms as recommended by the selection committee and authorize the Interim City Manager to negotiate a contract for professional planning and architectural design services with HBM Architects, LLC., for the Maitland Library Project.

RESULT:	**Approve**
MOVER:	**Councilmember Vance Guthrie**
SECONDER:	**Councilmember Michael Wilde**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

VI. PUBLIC PERIOD

Mayor Lowndes opened the Public Period. There being no one who wished to speak, Mayor Lowndes closed the Public Period.

VII. DECISIONS

1. SHARON M. ANSELMO MEMORIAL

City staff, City Council and members of the community have expressed interest in establishing a public memorial after the sudden passing of former City Manager Sharon M. Anselmo on May 30, 2022. Sharon served the city for 24 years, beginning as senior accountant and advancing through several management positions before her appointment to assistant city manager in 2012 and city manager in 2016.

Memorial proposals include:
1. Dedication of a memorial bench in Independence Square;
2. Naming of the fountain in Independence Square,
3. Naming of fountain plaza in Independence Square;
4. Naming the northern seating plaza in Independence Square;
5. Naming the viewing deck at Fort Maitland Park; or,
6. Naming the East/West Bike trail in memory of Sharon.

The East/West Trail - part of the city's overall bike/pedestrian system - has no formal name. Staff refers to this public improvement as the East/West Trail for grant purposes. Since a trail is not a park or park feature, it would take a simple action of the City Council, typically through a resolution, to name the trail.

The City staff supports trail naming as the most heartfelt recommendation to honor Sharon Anselmo. She enjoyed leisure cycling in her free time and also supported numerous bike-ped trail system improvements, including the East/West Trail, to benefit Maitland's quality of life and to promote alternate transportation/walkable community solutions.

Interim City Manager Reggentin presented the recommendation to name the East-West connector trail for Sharon M. Anselmo. This would include signage at numerous locations along the trail and a QR code providing the opportunity to visit a memorial page on the city website.

Mayor Lowndes expressed support for recognition of the city's former local hero and her dedication to serving the residents of Maitland.

A discussion ensued. Interim City Manager Reggentin answered questions posed by the Council.

Mayor Lowndes opened the public comment period.

The following residents spoke in favor of establishing a public memorial to honor Sharon M. Anselmo:
Elizabeth Wimberley, 2315 Mohawk Trail
Dale McDonald, 108 Tangelo Court

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

After discussion, a motion was made to direct staff to prepare a resolution to dedicate and memorialize the East-West connector trail as deemed appropriate in honor of former City Manager Sharon M. Anselmo.

RESULT:	**Approve**
MOVER:	**Councilmember Michael Wilde**
SECONDER:	**Vice-Mayor Lindsay Hall Harrison**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

VIII. DISCUSSION

1. PARKS AND RECREATION ADVISORY BOARD (PRAB) PRESENTATION AND RECOMMENDATION FOR SPLASHPAD FEASIBILITY STUDY

Parks and Recreation Director Conn introduced the recommendation from PRAB. Chair Jeremy Good presented PRAB's recommendation to council to consider adding a feasibility study for a community splashpad to the 2024 fiscal year capital improvements plan.

PRAB Chair Good answered questions posed by the Council.

Mayor Lowndes opened the public comment period.

The following residents spoke against the feasibility study for a community splashpad:
Sam Bernbaum, 2315 Mohawk Trail
Coleman Preisser, 900 ArapahoTrail
Elizabeth Wimberley, 2315 Mohawk Trail

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

Mayor Lowndes stated the need for future budget consideration regarding the splashpad feasibility study.

IX. CITY MANAGER'S REPORT/CITY ATTORNEY/COUNCIL REPORTS

City Attorney Shepard briefly updated on SB170 and other pending bills in the legislature. He also reported on the final liability hearing of the Peacock Ford suit.

Interim City Manager Reggentin provided updates regarding various Public Works projects and announced upcoming city-sponsored events.

Councilmember Guthrie requested public information to be provided on recommended plants for lakes at the upcoming Earthday Farmer's Market.

City Clerk Hollingsworth stated early voting is next week, March 6 - 10, 2023, at the Orange County Supervisor of Elections office.

X. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:16pm.