



**City Council
February 12, 2024
Council Chambers
6:30 PM**



**WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. No speakers will be interrupted. Please silence all electronic devices during the meeting.
THANK YOU for participating in your City Government.**

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Old Business
- V. Consent Agenda
 1. City Council Meeting Minutes of January 22, 2024
 2. Preconstruction Services Agreement Westside Trail: A² Group, Inc.
 3. 1st Quarter 2024 Financial Summary
- VI. Public Period
- VII. Decisions
 1. Mayoral Nomination for Appointment: Orange County Community Action Board (CAB)
 2. May 27, 2024 City Council Meeting
- VIII. Discussion
 1. Waterfront Structure: 70 Minnehaha Circle
- IX. City Manager's Report/City Attorney/Council Reports
- X. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
February 12, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of January 22, 2024		
Requested Action or Motion: Move to approve the City Council meeting minutes of January 22, 2024, as presented.		
Summary Explanation & Background: Action minutes of City Council meeting held on January 22, 2024.		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 1-22-2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 12, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Preconstruction Services Agreement Westside Trail: A ² Group, Inc.		
Requested Action or Motion: Move to approve City Manager to execute an agreement with A ² Group, Inc. for pre-construction services for the Westside Trail Project in the amount of \$71,650.00.		
Summary Explanation & Background: The Westside Trail Project (also referred to as the Multiuse Path East-West Connector) is currently under design by CPH, one of the City's continuing engineering consultants. The project includes the final connection of the trail system along Southall Lane and Lake Destiny Road between the pedestrian bridge over I-4 and the existing trail on Southall Lane. The project is now at the point of engaging one of the City's Construction Manager at Risk (CMAR) contractors to begin pre-construction services. Staff is proposing to use A2 Group, Inc. to construct the project under their continuing CMAR contract. A2 has provided a scope of services for pre-construction services, which include the following: • Participation in regularly-scheduled project coordination meetings during the design process. • Recommendation on construction feasibility, labor and materials, market conditions, construction phasing, construction performance duration and temporary facilities. • Consultation of site use, selection of materials, identification and procurement analysis of long lead items. • Constructability reviews and recommendations. • Preparation of a preliminary project schedule with a maximum of two updates. • Preparation of preliminary cost estimate and a maximum of two updates. • Development of best value alternatives, subcontractor and supplier's interest. • Submission of a Guaranteed Maximum Price (GMP) and contract time. Staff recommends City Council authorize the City Manager to execute a pre-construction services agreement with A2 Group, Inc. for the Westside Trails Project in the amount of \$71,650.		
Fiscal Impact: Funds available in the Capital Improvement Budget 01412541-566300 BS704		
Exhibits: 1. A ² CMAR Pre-Con Proposal-City of Maitland Westside Trail Rev1		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
February 12, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 3.
Subject: 1st Quarter 2024 Financial Summary		
Requested Action or Motion: Move to receive the 1st Quarter 2024 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 1st Quarter 2024 Financial Summary and Investment Schedule.		
Fiscal Impact: NA		
Exhibits: 1. Q1 2024 Financial Summary		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
February 12, 2024		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Mayoral Nomination for Appointment: Orange County Community Action Board (CAB)		
Requested Action or Motion: Mayor to nominate an elected official for appointment by the Orange County Board of County Commissioners to serve on the Community Action Board.		
Summary Explanation & Background: The Orange County Board of County Commissioners is soliciting a Mayoral nominee to fill a vacancy on the Community Action Board (CAB). The CAB is charged with the advisory oversight for development, planning, implementation and evaluation of programs to serve Orange County's low-income communities. The Mayoral nominee shall be a currently serving elected official and shall serve as long as such public official is currently holding office. The nominee must complete the Orange County Advisory Board Application for Appointment available online @ https://apps.ocfl.net/secure/mmr/b/boardapplicationpartone.asp The CAB meets the second Wednesday of every other month @ 4:00 p.m. at the County Administration Center.		
Fiscal Impact: TBD		
Exhibits: 1. Orange County Memo 1102024 2. OC Advisory Board Application for Appointment 12024 3. OC Resolution 2007-M-19		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 12, 2024		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: May 27, 2024 City Council Meeting		
Requested Action or Motion: Council decision: Move to cancel, move or reschedule the regular scheduled City Council meeting of Monday, May 27, 2024.		
Summary Explanation & Background: City Council's regular monthly meetings are scheduled on the second and fourth Mondays of each month. For the month of May, City Council meetings are scheduled for the 13 th and the 27 th . The second scheduled meeting coincides with Memorial Day, a City recognized/observed holiday. The City Charter and City code require Council to meet regularly at least once per month. In observance of Memorial Day, staff is requesting that City Council cancel, move or reschedule the May 27, 2024 meeting.		
Fiscal Impact: None at this time.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 12, 2024		Section: Discussion
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Waterfront Structure: 70 Minnehaha Circle		
Requested Action or Motion: Direct staff on preferred resolution for the existing docks located at 70 Minnehaha Circle and adjacent properties to the east (50 Minnehaha Circle) and west (90 Minnehaha Circle).		
Summary Explanation & Background: On July 4, 2023, the City received an application to remove the existing dock and construct a 4' X 28' dock and a 15' X 6' deck with a handrail on one side. The subject property is located at 70 Minnehaha Circle and is owned by the Minnehaha Shores Homeowners' Association (HOA) per the Orange County Property Appraiser website. Two problems were noted during the permit review. The first was that the HOA did not exist. Since the applicant could not get approval from the owner (a defunct HOA), the permit application was not reviewed. The neighborhood was platted in 1955 (see attached plat) and the Minnehaha Shores Association was incorporated in July 1958 under Florida Statutes, Chapter 617. In 1992, the registration process changed and entities that did not file with the State were effectively dissolved, as was the case with the Minnehaha Shores HOA. To resolve this, the homeowners re-incorporated the Minnehaha Shores HOA on January 31, 2024. The second issue was that the dock is attached to and constructed on city-owned property (see attachments). The boat dock in question was originally constructed in 1959 and replaced in 1990, with the boat ramp being replaced in 2001. The dock and a portion of the ramp extends into Lake Minnehaha on property owned by the City of Maitland. Following the review of the Minnehaha HOA waterfront structure permit application, staff noted that the adjacent properties to the east and west of 70 Minnehaha Circle have waterfront structures that appear to cross over property lines onto City of Maitland property. These property owners have made improvements to and are maintaining property that the property appraiser is showing as city-owned. These two properties will be in the same situation in the future when those boat docks need to be repaired/replaced. For that reason, staff recommends council consider these two properties concurrent with the HOA property. The adjacent property to the east of the HOA property (50 Minnehaha Circle) is owned by Phillip and Lovelle Augustine and the adjacent property to the west of the HOA property (90 Minnehaha Circle) is owned by Andrew and Carolina Bagg. Both adjacent property owners have been notified via email and telephone calls. Staff spoke with both property owners (east and west of the HOA property) and both concurred that they would like Council to take their property into consideration when discussing the resolution for the HOA. After discussing the situation with the City Attorney's office, the following options were recommended for the permit for the HOA: • Give the portion of the city-owned land needed to construct the dock and deck (see attached map) to the Minnehaha Shores HOA through a quit claim deed;		

- Sell the portion of the city-owned land needed to construct the dock and deck to the Minnehaha Shores HOA; or
- Deny the permit to reconstruct the dock and deck on city-owned property.

Staff is seeking Council direction on the preferred resolution of the docks located at 70 Minnehaha Circle and adjacent properties to the east (50 Minnehaha Circle) and west (90 Minnehaha Circle).

Fiscal Impact:

N/A

Exhibits:

1. Minnehaha Shores 1955 Plat Map (1)
2. 70 minnehaha cir - property owners
3. Minnehaha Survey_v2
4. Minnehaha Shores- Dock Photo
5. 50-90 Minnehaha property graphic

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Drew Smith