City Council
Approved Minutes
December 8, 2025
Council Chambers
6:30 PM

I. CALL TO ORDER

Present:	5 -	Councilmember Stephen Schoene, Councilmember Vance Guthrie, Councilmember Scot French, Councilmember Bill Randolph, Mayor John Lowndes
Absent:	0 -	

Mayor Lowndes called the meeting to order at 6:34 p.m. on December 8, 2025. Staff in attendance included: City Manager Reggentin, Assistant City Manager Lewis, City Clerk Hollingsworth, City Attorney Shepard, Parks and Recreation Director Conn, Finance Director Gray, Deputy Public Works Director Kennedy, Fire Chief Morton, Police Chief Manuel, Community Development Director Daniels, and Public Information Officer Sargent.

II. MOMENT OF SILENCE

Mayor Lowndes offered a moment of silence.

III. PLEDGE OF ALLEGIANCE

Mayor Lowndes led the Pledge of Allegiance.

IV. OLD BUSINESS

There was none.

V. CONSENT AGENDA

Mayor Lowndes opened the public comment period for Consent Items No. 2 through No. 16. There being no one wishing to speak, the public comment period was closed.

A motion was made to approve the Consent agenda, as presented.

RESULT:	**Approve**
MOVER:	**Councilmember Randolph**
SECONDER:	**Councilmember Guthrie**
AYES:	**Stephen Schoene, Vance Guthrie, Scot French, Bill Randolph, John Lowndes**
NAYS:	**None**

1. **CITY COUNCIL MEETING MINUTES OF NOVEMBER 10, 2025.**
Approve the City Council Meeting Minutes of November 10, 2025, as presented.

2. **RESOLUTION NO. 29-2025: PROVIDING FOR CHARGES RELATING TO THE NUMBERING OF BUILDINGS AND NAMING AND RENAMING OF STREETS.**

   Approve Resolution No. 29-2025 providing for charges related to the numbering of buildings and naming and renaming of streets, as presented.

3. **RESOLUTION NO. 30-2025: DESIGNATING POLLING PLACES, POLL HOURS AND FORM OF BALLOT FOR THE MARCH 10, 2026, GENERAL MUNICIPAL ELECTION.**

   Adopt Resolution No. 30-2025 designating polling locations, opening and closing of polls and form of ballot for the Maitland General Municipal Election to be held on Tuesday, March 10, 2026, as presented.

4. **4TH QUARTER 2025 FINANCIAL SUMMARY.**

   Receive the 4th Quarter 2024 Financial Summary and Investment Schedule as presented.

5. **FUND BALANCE DESIGNATIONS FY 2025.**

   Approve the allocation of FY 2025 Fund Balance effective September 30, 2025, as presented.

6. **PIGGYBACK AGREEMENT: ELECTRICAL ENERGY POWER GENERATION EQUIPMENT WITH RELATED PARTS, SUPPLIES AND SERVICES, CUMMINS, INC.**

   Authorize the City Manager to execute a contract with Cummins, Inc. for generator maintenance services.

7. **WASTEWATER GENERATOR REPLACEMENTS: TRADEWINDS POWER CORP.**

   Authorize the purchase and installation of two (2) permanent generators and appurtenances for Lift Stations 9 and 11, and purchase of two portable generator replacements in the amount of $350,628 from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.1.

8. **FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM) HAZARD MITIGATION GRANT PROGRAM: CITY HALL GRANT WITHDRAWAL.**

   Approve the withdrawal of FDEM Hazard Mitigation Grant Program Project # 4337-057-R for the City Hall Back-up Generator.

9. **PROJECT AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES FOR WATER TREATMENT PLANT 6 IMPROVEMENTS PROJECT: WRIGHT-PIERCE, INC.**

   Approve and authorize the City Manager to execute the agreement for the Water Treatment Plant (WTP) 6 improvements project with Wright-Pierce, Inc. in the amount of $387,581, as presented.

10. **PROJECT AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES FOR UTILITIES INSTRUMENTATION AND CONTROLS MASTER PLAN PROJECT: WRIGHT-PIERCE, INC.**
    Approve and authorize the City Manager to execute the agreement for the Utilities Instrumentation and Controls Master Plan with Wright-Pierce, Inc. in the amount of $112,950.

11. **PROJECT AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR LIFT STATION 13 AND FORCE MAIN REPLACEMENT PROJECT: BURGESS & NIPLE.**
    Approve and authorize the City Manager to execute the Professional Engineering Services Project Agreement for the design and permitting of the Lift Station No. 13 and Force Main Replacement Project with Burgess & Niple, Inc., in the amount of $229,583.88.

12. **WATER UTILITY EASEMENT AGREEMENT: CITY OF CASSELBERRY.**
    Approve Water Utility Easement Agreement granting an easement to the City of Casselberry within Maitland Community Park.

13. **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: 420 CENTRAL AVENUE.**
    Approve and authorize the City Manager to execute the Indemnification and Hold Harmless Agreement with Dustin and Leslie Perkins for right-of-way encroachments at 420 Central Avenue.

14. **STORMWATER PIPE REPLACEMENTS: CATHCART CONSTRUCTION COMPANY, LLC.**
    Authorize three pipe repair work orders with Cathcart Construction in the total amount of $244,240, as presented.

15. **REPLACEMENT PURCHASE OF PIERCE ENFORCER AERIAL FIRE & RESCUE APPARATUS: TEN-8 FIRE & SAFETY, LLC.**
    Approve the purchase of a Pierce Enforcer Aerial Fire & Rescue apparatus from Ten-8 Fire & Safety, LLC., utilizing the National Purchasing Partners Government Cooperative Purchasing Program (NPPGov), Contract PS20240, in the amount of $1,767,270.00.

16. **COLLECTIVE BARGAINING AGREEMENT FY 2025-2027: MAITLAND PROFESSIONAL FIREFIGHTERS, LOCAL 3590, IAFF, BATTALION CHIEF UNIT.**
    Ratify and accept the Collective Bargaining Agreement (CBA) between the Professional Firefighters, Local 3590, IAFF, Battalion Chief Unit and City of Maitland, authorizing Mayor and City Manager to execute CBA, as presented.

VI. PUBLIC PERIOD

Mayor Lowndes opened the Public Period. Public comment was given as follows:

Stacie Larson, Director Maitand Public Library.

There being no one else who wished to speak, the Public Period was closed.

VII. DECISIONS

1. SECOND READING: ORDINANCE NO. 1452 AMENDING THE LAND DEVELOPMENT CODE ARTICLE 5, SECTION 5.15 BUILDING NUMBERING AND STREET NAMING, ESTABLISHING CRITERIA FOR STREET RENAMING REQUESTS.

City Clerk Hollingsworth read Ordinance No. 1452 by title.

City Manager Reggentin provided a brief overview of Ordinance No. 1452.

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

A motion was made to adopt on second reading of Ordinance No. 1452, Amending the Land Development Code Article 5, Section 5.15 Building Numbering and Street Naming, establishing criteria for street renaming requests, as presented.

RESULT:	**Adopt**
MOVER:	**Councilmember Guthrie**
SECONDER:	**Councilmember French**
AYES:	**Vance Guthrie, Stephen Schoene, Scot French, Bill Randolph, John Lowndes**
NAYS:	**None**

2. FIRST READING: ORDINANCE NO. 1453 PLANNED DEVELOPMENT REZONING AMENDMENT AZPD(2025)-0002 MAITLAND CONCOURSE NORTH LOT 3 601 TRELAGO WAY.

City Clerk Hollingsworth read Ordinance No. 1453 by title.

Community Development Director Daniels provided a brief overview of Ordinance No. 1453.

Applicant Matt Bloomfield, Harbour Retail Partners, provided a presentation on the project.

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

A motion was made to adopt on first reading of Ordinance No. 1453

Planned Development Rezoning Amendment AZPD(2025)-0002 Maitland Concourse North Lot 3 601 Trelago Way, as presented.

RESULT:	**Adopt**
MOVER:	**Councilmember Randolph**
SECONDER:	**Councilmember French**
AYES:	**Vance Guthrie, Stephen Schoene, Scot French, Bill Randolph, John Lowndes**
NAYS:	**None**

3. PERFORMANCE EVALUATION RESULTS AND COUNCIL DISCRETIONARY COMPENSATION DETERMINATION: CITY CLERK.

Mayor Lowndes stated that the City Clerk's compiled evaluation results and narrative comments were included in the agenda packet. He further stated that Council is to determine, at its sole discretion, whether to authorize a salary increase for the City Clerk, if any, to be effective January 2026.

A discussion ensued among Council.

Mayor Lowndes opened public comment. There being no comments, public comment was closed.

A motion was made to authorize, in the sole discretion of the City Council, a salary increase of 4% for the City Clerk, effective January 2026.

RESULT:	**Approve**
MOVER:	**Councilmember Guthrie**
SECONDER:	**Councilmember Shoene**
AYES:	**Vance Guthrie, Stephen Schoene, Scot French, Bill Randolph, John Lowndes**
NAYS:	**None**

4. PERFORMANCE EVALUATION RESULTS AND COUNCIL DISCRETIONARY COMPENSATION DETERMINATION: CITY MANAGER.

Mayor Lowndes stated that the City Manager's compiled evaluation results and narrative comments were included in the agenda packet. He further stated that Council is to determine, at its sole discretion, whether to authorize a salary increase for the City Manager, if any, to be effective January 2026.

A discussion ensued among Council.

Mayor Lowndes opened public comment. There being no comments, public comment was closed.

A motion was made to authorize, in the sole discretion of the City Council, a salary increase of 4% for the City Manager, effective January 2026.

RESULT:	**Approve**
MOVER:	**Councilmember Guthrie**
SECONDER:	**Councilmember Randolph**
AYES:	**Vance Guthrie, Stephen Schoene, Scot French, Bill Randolph, John Lowndes**
NAYS:	**None**

VIII. DISCUSSION

1. FORT MAITLAND HISTORICAL MARKER.

Mayor Lowndes provided a brief overview of the proposed verbiage to submit to the state. Council formed a subcommittee to explore sign verbiage and policy suggestion. The subcommittee will consist of four members of the City Council and one member from the Art and History Museum, for a total of five members. The subcommittee will include Councilmember Randolph, Councilmember French, Councilmember Shoene, and Mayor Lowndes, who will act as Chair.

Councilmember Randolph provided a historical reference handout to the council, of which a copy has been provided herewith and incorporated by reference.

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

Shade Meeting Announcement – Case No. 2023-CA-015559-O, Wilson
City Attorney Shepard announced, pursuant to Section 286.011(8), Florida Statutes, the need for an attorney–client (shade) session to discuss pending litigation in Case No. 2023-CA-015559-O, Wilson. He stated that the following individuals would be in attendance: Mayor John Lowndes; City Council Members Vance Guthrie, Bill Randolph, Scot French, and Stephen Schoene; City Manager Mark Reggentin; City Attorney Drew Smith; a certified court reporter from Milestone Court Reporting; and legal representatives from Roper & Roper, Donovan Roper and Ian Depagnier. No other individuals are permitted in the closed session.

City Manager Mark Reggentin proposed that the shade meeting be scheduled for Monday, January 12, 2026, at 4:30 p.m., in the Council Chambers to convene and adjourn the shade session, with the second-floor conference room to be used for the attorney–client portion of the meeting. By consensus, the City Council confirmed and authorized the shade meeting as proposed.

City Manager Reggentin stated that the covered bridge is insured at replacement value through the City's insurance provider. He noted that a kickoff meeting for the Library construction project is scheduled for next week. Additionally, the final library plans will be presented by HBM at the next City Council meeting.

He also announced the following upcoming city events:
December 13: Santa Parade starts 10:00 a.m. incorporating a Santa Tracker
December 13: Movies in the Park at Independence Square
January 2: GetDown Downtown
January 31: Maitland Police Family Fun Day at Independence Square

City Clerk Hollingsworth stated that at the October 13, 2025 City Council meeting, staff reported that the Notice of Election was scheduled to be advertised in the Orlando Sentinel, on November 1 and November 8, pursuant to Section 100.021, Florida Statutes. Due to a publishing error by the Orlando Sentinel, the notice was not published on those dates. The Notice of Election was subsequently and duly advertised in accordance with statutory requirements on November 12 and November 19. This clarification is provided for the minutes and the official record.

She also reported that Council member Randolph, the current sitting Council Member for Seat #4, qualified unopposed and, pursuant to the City Charter, is duly elected without opposition. An election will be held for Council Seat #2 between candidates Mr. Givens and Mr. Trauger.

X. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:10 p.m.