

1 **MINUTES OF THE REGULAR MEETING** of the City Council of the City of Orange City, Florida,  
2 held on Tuesday, April 14, 2020 at 6:30 p.m. in Council Chambers, 201 N. Holly Avenue, Orange City.

3  
4 **CALL TO ORDER**

5  
6 The meeting was called to order at 6:30 p.m. by Mayor Blair and roll call was taken.

7  
8 **ROLL CALL**

9  
10 **Physically Present:** Mayor Gary A. Blair and Council Member Martin Harper, City Attorney Bill  
11 Reischmann; City Manager Dale Arrington; City Clerk Gloria Thomas.

12 **Telephonically Present:** Vice Mayor Bill O’Connor; Council Members O. William (Bill) Crippen, Jeff  
13 Allebach, Jim Mahoney, Kelli Marks.

14  
15 **INVOCATION/PLEDGE OF ALLEGIANCE**

16  
17 The Invocation was given by Council Member Harper followed by the Pledge of Allegiance.

18  
19 **1. ABSENCES:**

20  
21 None at this time.

22  
23 **2. PRESENTATIONS/PROCLAMATIONS:**

24  
25 **A. Public Works**

26  
27 Migdalia Hernandez, Public Work Director, provided the paper form of a PowerPoint presentation (a copy  
28 of which is attached and becomes a permanent part of these minutes.) Ms. Hernandez provided the Public  
29 Works Department FY 20/21 budget, department organizational chart, financial plan, CIP Public Works  
30 and Stormwater Utility Enterprise. She gave an update, of departmental accomplishments, improvements,  
31 and challenges.

32  
33 Ms. Hernandez concluded the presentation by asking Council if they had any questions.

34  
35 Council provided compliments to Ms. Hernandez regarding the presentation and efforts from the Public  
36 Works Department. A discussion ensued between Council, Ms. Arrington, and Ms. Hernandez.

37  
38 Steven Sanders, 223 Swan Range Rd., came forward to comment that the City should consider recruiting  
39 veterans for available positions.

40  
41 **B. Clerk**

42  
43 Gloria Thomas, City Clerk, provided the paper form of a PowerPoint presentation (a copy of which is  
44 attached and becomes a permanent part of these minutes.) Ms. Thomas explained the department  
45 organizational chart, and day-to-day operations. She provided, a review of the FY19/20 budget, and the  
46 challenges that the Clerk’s Department faces.

47  
48 Council Member Mahoney addressed the agenda management challenge that was mentioned. Ms. Thomas  
49 stated that the presentation for the agenda management program was postponed due to the COVID-19

1 pandemic. Ms. Thomas requested guidance from Council in regards to moving forward without a live  
2 presentation. Council agreed to provide authority to Ms. Thomas to move forward with the purchase of  
3 the agenda management program.

4  
5 Council complimented Ms. Thomas for the presentation and voiced their appreciation.

6  
7 **3. CITIZEN COMMENTS:**

8  
9 Ms. Thomas read a citizen comment emailed from Penny Hendriks concerning the Coronavirus. Ms.  
10 Hendricks provided an opinion regarding the current COVID-19 quarantine orders. A copy of the  
11 comment is attached and becomes a permeant part of these minutes.

12  
13 **4. CONSENT AGENDA:**

- 14 A. Change Order Blue Springs Nutrient Reduction - Holly Avenue Project (B061-0-2018)
- 15 B. Acceptance of Utility Easement Agreement between AdventHealth Fish Memorial
- 16 and Orange City on property located at 1055 Saxon Boulevard
- 17 C. Contract Award –Employee Benefits and Insurance Brokerage Service (RFP P107-0-2020/DRS)
- 18 D. Approve Minutes of the March 10, 2020 Regular City Council Meeting

19  
20  
21  
22  
23 **Vice Mayor O’Connor moved to approve the Consent Agenda, seconded by**  
24 **Council Member Crippen, the motion passed by unanimous roll call vote of the**  
25 **City Council.**

26  
27 **5. ORDINANCES – FIRST READING:**

28  
29 None at this time.

30  
31 **6. PUBLIC HEARING/ORDINANCES SECOND & FINAL READING:**

32  
33 None at this time.

34  
35 **7. RESOLUTIONS:**

36  
37 **\*\*\*\*SPECIAL PUBLIC HEARING\*\*\*\***

- 38  
39 **A. Resolution No. 100-20** A Resolution of the City Council of the City of Orange City,  
40 Florida, to execute the Water Facilities Plan (Facilities Plan) and Business Plan; repealing  
41 all resolutions or parts of resolutions in conflict herewith; and providing for an effective  
42 date.

43  
44 Mr. Reischmann read the title of Resolution No. 100-20 into the record.

45  
46 Ms. Hernandez discussed the City’s water system quality after the completion of the Drinking Water SRF  
47 Agreement No. DW64200 Project. She noted that the City has concerns with areas with high water age  
48 causing TTHMs violations. Ms. Hernandez stated that in order to address these areas of concern, City  
49 Staff submitted a “Request for Inclusion on the Drinking Water Priority List,” in the amount of \$7,471,699

1 (not including FDEP allowances), for the August 2020 SRF Loan hearing. She noted that staff is  
2 requesting SRF funding to complete two projects:

3 1. Pipe Rehabilitation - \$5,327,974

4 A map showing areas to be rehabilitated is included under Exhibit 1. As discussed previously, these  
5 areas are causing chlorine decay and long water age, which is resulting in high TTHMs.

6 2. Green Sand Filter - \$2,143,695

7 This filter will be installed at the Main Water Plant to reduce TTHMs precursors. The Green Sand  
8 technology includes the addition of a powerful oxidant added to raw water to reduce organic  
9 matter and iron and manganese. Reducing these contaminants will result in better water quality  
10 leaving the Main Water plant, with a lower TTHMs potential formation, while keeping higher  
11 chlorine at water distribution sites with high water age.

12  
13 Ms. Hernandez advised that the City submitted a request for inclusion in an SRF loan. If sufficient funds  
14 are available from the Environmental Protection Agency (EPA) from the August 2020 FDEP hearing, the  
15 City may receive grant funding because the City is considered a disadvantaged community under the SRF  
16 Rules. She noted that both documents are required to be adopted by attached Resolution No. 100-20.

17  
18 Ms. Hernandez stated that staff is requesting Council approval of the Drinking Water Facilities Plan, and  
19 the updated Business Plan. Staff also seeks Council approval of Resolution No. 100-20, authorizing the  
20 City Manager to provide assurances and commitments required by the Facilities Plan and allow the City's  
21 Finance Director to certify and execute the proposed Business Plan.

22  
23 **Vice Mayor O'Connor moved to approve Resolution No. 100-20, as presented, and**  
24 **authorize the City Manager to provide assurances and commitments required by the**  
25 **Facilities Plan, and to authorize the Finance Director to certify and execute the**  
26 **proposed Business Plan, the motion was seconded by Council Member Marks.**

27  
28 The Mayor opened the special public hearing, he noted for the record that no one was present and no  
29 comments about this matter were received. Therefore, the Mayor closed the special public hearing.

30  
31 **The motion passed by a 7/0 roll call vote of the City Council.**

32  
33 **\*\*\*\*END SPECIAL PUBLIC HEARING\*\*\*\***

34  
35 **B. Resolution No. 101-20** A Resolution of the City Council of the City of Orange City,  
36 Florida, approving the Splash Park Rules for Veterans Memorial and Mill Lake Splash  
37 Parks; repealing all resolutions or part of resolutions in conflict herewith; and providing  
38 for an effective date.

39  
40 Mr. Reischmann read the title of Resolution No. 101-20 into the record.

41  
42 Ashley Gay, Parks and Recreation Director, came forward to report that the splash pads located at  
43 Veteran's Memorial Park and Mill Lake Park attract varying age groups, combined together at one time.  
44 Thus, making it necessary to create specific rules to guide allowable behavior and to prevent unforeseen  
45 injuries. Ms. Gay reviewed the new suggested rules with Council.

46  
47 Mr. Reischmann advised a revision to move rule number 23 to rule number one, making clear the  
48 consequences of not following the rules.

49

1 Ms. Gay stated that staff recommends Council approval of Resolution No. 101-20.

2  
3 A discussion ensued that pertained to Council's recommendations for rules regarding the use of the splash  
4 parks.

5  
6 **Council Member Allebach moved to approve Resolution No. 101-20, seconded by**  
7 **Council Member Crippen.**

8  
9 Vice Mayor O'Connor recommended that this matter be tabled due to the suggested changes.

10  
11 Ms. Gay reviewed the changes that were recommended by Council. She stated that rule number 23 would  
12 be moved to rule number one and rule number 21 would change to "prohibited when using".

13  
14 Ms. Arrington stated that she will collaborate with Ms. Gay on a fee for out- of-county groups that use  
15 the splash pads.

16  
17 **Motion passed by a 6/0 roll call vote of the City Council.**

18  
19 *Council Member Mahoney's equipment accidentally dropped the call at the time of the roll call vote. Once*  
20 *reconnected, Council Member Mahoney noted for the record that he was in favor of this action.*

21  
22 **C. Resolution No. 102-20** A Resolution of the City Council of the City of Orange City,  
23 Florida, amending Section 2 Composition, of Resolution No. 941-19 (as previously  
24 amended by Resolution No. 943-19); providing for extension of terms of members;  
25 repealing all resolutions or parts of resolutions in conflict herewith; and providing for an  
26 effective date.

27  
28 Mr. Reischmann read the title of Resolution No. 102-20 into the record.

29  
30 Ms. Thomas advised that due to the COVID-19 situation, the terms for the Youth Advisory Council  
31 members need to be extended. She stated that Resolution No. 102-20, amends the terms of the Youth  
32 Advisory Council members allowing existing senior members to continue on the Council until their  
33 replacements are appointed or until they matriculate.

34  
35 Ms. Thomas stated that staff and the school advisers held a conference call to discuss options for  
36 recruitment of new members.

37  
38 The three options discussed are the following recommendations:

- 39  
40 1) Ask the currently seated senior youth advisory council members if they are willing to extend their  
41 terms until they matriculate or until replacements are found. She advised that she spoke with the  
42 three members who are graduating, and each has agreed to remain on the Council.  
43  
44 2) Begin the recruitment process at the end of August and make appointments in September.  
45  
46 3) Amend the enacting resolution to include language to extend the terms of existing council members,  
47 if no replacements are found.  
48

49 Vice Mayor O'Connor requested more explanation regarding option three.

1 Ms. Thomas stated that the verbiage in option three is necessary should another situation like the current  
2 one arise at a later date.

3  
4 **Council Member Harper moved to approve Resolution No. 102-20, seconded by**  
5 **Council Member Allebach, the motion passed by a 7/0 roll call vote of the City**  
6 **Council.**

7  
8 **D. Resolution No. 103-20** A Resolution of the City of Orange City, Florida, ratifying  
9 Executive Order #2, signed by the City Manager on April 2, 2020 concerning paid sick  
10 leave for City Firefighters and Police Officers; Repealing all resolutions or parts of  
11 resolutions in conflict herewith; and providing for an effective date.

12  
13 Mr. Reischmann read the title of Resolution No. 103-20 into the record.

14  
15 Ms. Arrington advised that the City has opted to exempt employees whose primary job duties include  
16 immediate response to an accident or emergency, from coverage under the Emergency Paid Sick Leave  
17 provisions of the Families First Coronavirus Recovery Act. She noted that all employees whose primary  
18 job duties include immediate response to an accident or emergency were provided 2 weeks paid sick time  
19 beyond the paid sick leave provided in the personnel policies and procedures manual and the established  
20 collective bargaining agreements.

21  
22 Ms. Arrington stated that staff recommends Council approve Resolution No. 103-20.

23  
24 **Vice Mayor O'Connor moved to approve Resolution No. 103-20, seconded by**  
25 **Council Member Allebach, the motion passed by a 7/0 roll call vote of the City**  
26 **Council.**

27  
28 **8. DISCUSSION AND ACTION:**

29  
30 A. Updating the Policies and Procedures Sponsorship Policy

31  
32 Danielle FitzPatrick, Public Info Coordinator, provided a paper form of a PowerPoint presentation (a copy  
33 of which is attached and becomes a permanent part of these minutes.) Ms. FitzPatrick discussed suggested  
34 updates to the policies and procedures for the Sponsorship Program.

35  
36 Ms. FitzPatrick reported that after four years of practice, staff feels the need to revise some of the policy  
37 wording to clarify actual practice and ask for guidance from Council on the following issues:

- 38  
39 1. Maximum award amount: Staff has surveyed the Cities of Deltona, DeLand and DeBary and  
40 the County of Volusia to read their sponsorship policies and see how Orange City's compares.  
41 In regard to the maximum award amount, Orange City's amount (\$5,000) is significantly  
42 higher than all other agencies (Deltona: \$2,000, Volusia: \$1,500, DeLand: \$750 and DeBary:  
43 \$500). Every year since Orange City adopted the sponsorship policy, there have been more  
44 requests than budgeted in the Sponsorship line item. One way to alleviate this ongoing  
45 occurrence may be to lower the maximum award amount to something similar to our  
46 neighboring agencies.

- 1           2. Documentation required: Council has brought up in the past that they might like to see more  
2 documentation from groups that request recurring sponsorship for their events and programs  
3 including a previous year's budget with revenues and expenditures. All neighboring agencies  
4 require various documents, some requiring more documentation than Orange City, others  
5 requiring less. She noted that a comparison of the City's and other agencies sponsorship  
6 requirements was attached to the agenda item.

7 Ms. FitzPatrick noted that currently the City requests:

- 8           a. Completed application.  
9           b. Event/program flyer or detailed description.  
10          c. IRS Determination Letter (original policy states "Letter Certification of Tax  
11 Exemption" these suggested policy revisions would update that).  
12          d. W-9.  
13          e. If sponsorship request is for an event, applicant must complete a "Special Event  
14 Permit" through the Development Services Department.  
15          f. Optional: newspaper clippings, photographs, marketing plans, brochures, community  
16 feedback, and letters from constituents, financial documents or other items that help  
17 document the event/program (max of 10 pages).

18  
19 A discussion ensued between Council, Ms. Arrington and Ms. FitzPatrick regarding the options provided.

20  
21 Ms. FitzPatrick stated that staff is requesting guidance and approval on the following items:

- 22  
23          1. Would the City Council like to change the maximum award amount, and if so, what would they  
24 like it to be?  
25          2. Would the City Council like to require additional documentation with each sponsorship request,  
26 and if so, what?  
27          3. Several proposed policy revisions are included in the attached document. Does Council approve  
28 the suggested revisions to the policy?  
29

30 Vice Mayor O'Connor requested that this item be tabled due to the current circumstances.

31  
32 A discussion ensued that pertained to each council member's opinion regarding the above suggested  
33 revisions to the policies and procedures.

34  
35 Ms. FitzPatrick stated that she has the information needed to move forward.

36  
37 **9. REPORTS:**

38  
39 **A. City Manager**

40  
41 Ms. Arrington reminded Council of the "Bells for Thanks" event. She reported that a new report including  
42 an update of what is going on in each City department, with selected items of importance was included in  
43 the Friday Communication.  
44

45 Ms. Arrington reported that Chaleak Jones, Administrative Assistant, will be leaving the City and taking  
46 a position as the Chisholm Center Director for the City of DeLand.  
47

1 Ms. Arrington provided an update of the COVID-19 situation within the City. She stated that there have  
2 been no quantifiable impacts to any City departments at this time.

3  
4 A discussion ensued between Council and Ms. Arrington regarding stress levels of employees, and food  
5 bank pantries.

6  
7 **B. City Clerk**

8  
9 No report at this time.

10  
11 **C. City Attorney**

12  
13 No report at this time.

14  
15 **10. NEW BUSINESS:**

16  
17 Council Member Mahoney requested that the City research the process for donating to food pantries.

18  
19 **It was the consensus of the Council to move forward with this item.**

20  
21 **11. APPROVAL OF MINUTES:** See Consent Agenda

22  
23 **12. COUNCIL & MAYOR'S COMMENTS AND REPORTS**

24  
25 Council Member Mahoney thanked Ms. Arrington and staff for the delivery of communication in  
26 preparing for the meeting. He stated that some people are not taking the quarantine seriously, at all, and  
27 that is very disturbing. Council Member Mahoney stated that social distancing is working and if we all  
28 adhere to the guidelines then we will get through this sooner.

29  
30 Council Member Allebach reminded everyone to stay safe and continue practicing social distancing.

31  
32 Council Member Marks thanked Ms. Arrington and staff for sending Police Officers to the local businesses  
33 to confirm the City's support of the Governor's Guidelines. She announced that the VIA will be selling  
34 pin wheels in support of Child Abuse Awareness Month for the whole month of April. She stated that the  
35 food pantry idea is a great idea. Council Member Marks stated that the City has a lot of great people and  
36 a lot of love.

37  
38 Council Member Crippen stated that he appreciates all the staff reports and it was a great meeting. He  
39 stated that he hopes we are in the peak moments of the virus and hopes everyone comes out safe. He stated  
40 everyone should practice social distancing in order to get through this safe and quickly.

41  
42 Council Member Harper stated that he believes there will be a food shortage as a result of the COVID-19  
43 pandemic. He announced that there will be interruptions in distribution and a lot of issues are due to arise.

44  
45 Vice Mayor O'Connor stated that although there may be shortages of food, the truck drivers will continue  
46 to drive and deliver. He stated that the shortages may be minimum because the men and women will be  
47 out delivering our food. Vice Mayor O'Connor asked Council Member Marks how much the pin wheels  
48 cost.

49

1 Ms. Marks replied, that the pin wheels are one dollar a piece and 10 pin wheels for \$50.00 including a  
2 sign.

3  
4 Vice Mayor O’Connor requested 25 pin wheels and stated he would like to make a contribution of \$200.00  
5 to Council Member Marks food bank. He stated that although we are in a low, it is great to see everyone  
6 is in a high place, and helping others. The Vice Mayor stated he is looking forward to the ringing of the  
7 bell to thank our first responders.

8  
9 Mayor Blair thanked everyone and stated it was a great meeting. He stated, “Everyone stay safe and stay  
10 healthy.”

11  
12 **13. ADJOURN:**

13  
14 **Vice Mayor O’Connor moved to adjourn the City Council meeting, seconded by**  
15 **Council Member Allebach, the meeting was adjourned by a unanimous voice vote of**  
16 **the City Council.**

17  
18 There being no further business, Mayor Blair adjourned the meeting at 10:12 p.m.

19  
20 **RESPECTFULLY SUBMITTED:**

21  
22 \_\_\_\_\_  
23 Melani Beringer  
24 CMC, Deputy City Clerk

**APPROVED ON:**

**04/28/2020**  
Date