

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, April 28, 2025
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of April 14, 2025 - Regular Meeting

B. Minutes of February 26, 2025 - Pre-Budget Planning Workshop

6. PRESENTATIONS/ COMMENDATIONS

A. Mayor's Proclamation: National Bike Month - May 2025

Mayor Henson will present a proclamation to Public Works Director Kelly Brock declaring May 2025 as National Bike Month in the City of Casselberry.

B. Mayor's Proclamation: National Drinking Water Week - May 4 -10, 2025

Mayor Henson will present Tara Lamouereux, Utilities Director, with a proclamation designating May 4-10, 2025 as Drinking Water Week in the City of Casselberry.

C. Mayor's Proclamation: Professional Municipal Clerks Week - May 4 - 10, 2025

Mayor Henson will present Donna Gardner, City Clerk and Linda Sundvall, Deputy City Clerk, with a proclamation designating May 4-10, 2025 as Professional Municipal Clerks Week in the City of Casselberry.

7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

A. Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. for PW 2522 Triplet Lake Outfall Extension and Related Budget Amendment #25-027

Approval of Task Authorization No. 2 with Vanasse Hangen Brustlin, Inc. (VHB) for the survey and design services for PW 2522 Triplet Lake Outfall Extension not to exceed \$26,458 and related Budget Amendment #25-027 is requested.

B. **Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects**

Approval of Amendment No. 2 to the Agreement with Vanasse Hangen Brustlin, Inc. and Amendment No. 3 to the Agreement with CPH Consulting, LLC for Continuing Professional Services Contracts for Stormwater and Lakes Management Projects in order to extend the term and modify rates is requested.

C. **Award of Contracts for Continuing Professional Services for Surveying, Geographic Information System, and Infrastructure Asset Management**

Consideration to award three (3) contracts for continuing professional services for Surveying, Geographic Information System, and Infrastructure Asset Management on a task authorization basis to Colliers Engineering & Design, Inc.; Dyer, Riddle, Mills & Precourt, Inc.; and Southeastern Surveying and Mapping Corporation is requested. Each contract will have a not to exceed limit of \$300,000 and will be in effect from April 28, 2025, through April 27, 2028.

D. **Piggyback Purchase of Three Replacement Service Trucks for the Finance Department Meter Service Division Utilizing Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles.**

Approval of the purchase of three replacement service trucks in the total amount of \$108,603 for the Meter Service Division of the Finance Department from Duval Ford by piggybacking Florida Sheriffs Association Contract FSA24-VEL-32.0 Pursuit, Administrative & Other Vehicles is requested.

E. **Resolution 25-3499 - Authorizing Acceptance of a Hold Harmless and Maintenance Agreement with Property Owners of 370 S. Triplet Lake Drive for the Construction of a Non-Commercial Dock on the Lake Bottom Owned by the City**

Approval of Resolution 25-3499, which authorizes the acceptance of a Hold Harmless and Maintenance Agreement with property owners Rami Sadrack and Christine Wingate of 370 S. Triplet Lake Drive, for the construction of a non-commercial dock on the lake bottom owned by the City, is requested.

F. **Resolution 25-3503 - Approving Casselberry Exchange Replat**

Conditional Approval of Resolution 25-3503, approving and authorizing the execution of the Casselberry Exchange Replat of Lot 2 of "Casselberry Exchange Phase Two - A Replat," subdividing a 15.66-acre property located at the northeast corner of S. U.S. Hwy. 17-92 and S.R. 436 into four lots, is requested.

G. **Resolution 25-3504 - Approval of Naming "Wheel Park Phase I" as Casselberry Wheel Park East**

Approval of Resolution 25-3504 providing for approval to name the "Wheel Park Phase I" Project as Casselberry Wheel Park East is requested.

H. **Resolution 25-3505 - Approval of Naming "Wheel Park Phase II" as Casselberry Wheel Park West**

Approval of Resolution 25-3505 providing for approval to name the "Wheel Park Phase II" Project as Casselberry Wheel Park West is requested.

I. **Resolution 25-3510 - Supporting the Submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project**

Approval of Resolution 25-3510 supporting the Submission of a Community Project Funding Request to Congressman Cory Mills for the Eastbrook Phase 1 Water Main Replacement Project is requested.

8. **DISCUSSION ITEMS**

A. **Future Agenda Items**

B. **Residential Fences and Permitting Regulations**

9. **RESOLUTIONS**

A. **Resolution 25-3508 - Authorization to Execute a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE) to Participate in the 287(g) Task Force Model**

Approval of Resolution 25-3508 authorizing the execution of a Memorandum of Agreement with the United States Immigration and Customs Enforcement (ICE), a component of the Department of Homeland Security (DHS), to participate in the 287 (g) Task Force Model, as codified at 8 U.S.C., ss 1357(g) is requested.

B. Resolution 25-3506 - Amending the City Commission Meeting and Agenda Policies

Approval of Resolution 25-3506 providing for amendments to the City Commission meeting and agenda policies is requested.

C. Resolution 25-3507 - Amending Code of Boardmanship

Approval of Resolution 25-3507 which amends the Code of Boardmanship policy to provide that City Commission Budget Workshop meetings are a priority and must be attended and to address the applicability of the policy to the Trustees of the City of Casselberry Police Officers' and Firefighters' Pension Plan, is requested.

D. Resolution 25-3509 Amending Park Facility/Program Fee Schedule

Approval of Resolution 25-3509 providing for approval of the amended park facility/program fee schedule for parks and facility rentals and recreation programs is requested.

10. FIRST READING OF ORDINANCES

A. First Reading of Ordinance 25-1621 - Creating Section 2-39 Entitled "Time, Place for Regular Meetings, City Commission Meeting Calendar, and Procedure for Cancelling Meetings"

Approval of Ordinance 25-1621 on first reading, creating Section 2-39 in Chapter 2 of the City Code entitled "Time, place for regular meetings, city commission meeting calendar, and procedure for canceling meetings" is requested.

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. Public Hearing: Second Reading of Ordinance 25-1620 - Amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) Parcel with Parcel Identification Number 09-21-30-506-0300-0050

Adoption of Ordinance 25-1620 on second and final reading, amending the City's Official Zoning Map from R-9 (Low Density Single-Family) to RMF-13 (Medium Density Multifamily) for one (1) parcel with Parcel Identification Number 09-21-30-506-0300-0050, is requested.

12. OTHER ITEMS

A. Agreement with CPH Consultants, LLC for Design of the Winter Park Drive Complete Street Improvements Project - Phase 1 and Related Budget Amendment #25-029

Approval of an agreement with CPH Consultants, LLC for professional engineering and design services for the Winter Park Drive Complete Street Improvements Project – Phase 1 (Project PW 2501) in the amount not to exceed \$1,344,857.11 and related Budget Amendment # 25-029 is requested.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. Procurement Information Report for the Period March 1, 2025 through March 31, 2025.

The March 2025 Procurement Information Report for review.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk