

LONGWOOD CITY COMMISSION
Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

MINUTES
December 16, 2024
6:00 PM

Present: Mayor Matthew McMillan
Deputy Mayor Brian D. Sackett
Commissioner Abby Shoemaker
Commissioner Tony Boni
Commissioner Matt Morgan
Dan Langley, City Attorney
Clint Gioielli, City Manager
Michelle Longo, City Clerk
David Dowda, Police Chief
Shad Smith, Public Works Director
Judith Rosado, Financial Services Director

1. **CALL TO ORDER.** Mayor McMillan called the meeting to order at 6:01 p.m.
2. **OPENING INVOCATION.** Father Darin Metz, with Christ Episcopal Church gave the invocation.
3. **THE PLEDGE OF ALLEGIANCE.** Deputy Mayor Sackett led the Pledge of Allegiance.
4. **COMMUNITY ANNOUNCEMENTS.** Ms. Longo read the following announcements.
 - A. The Senior Matinee will be held on Wednesday, December 18, 2024, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *Elf*.
 - B. The Longwood Movie in the Park will be held on Friday, December 20, 2024, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be *The Polar Express*. Food will be available for purchase.
 - C. Santa Visits Longwood will be held on Saturday, December 21, and Sunday, December 22 from 11:00 a.m. until 6:00 p.m. or however long it takes to finish each area. Routes are only within city limits and as follows:

Saturday: East of Ronald Reagan Boulevard
Sunday: West of Ronald Reagan Boulevard

5. **PROCLAMATIONS / RECOGNITIONS**

- A. District #4 Nomination of Business Person of the Month Award for January 2025 (Presentation scheduled for January 20, 2025).**

Commissioner Morgan nominated AC Cowboys for Business Person of the Month for January 2025.

- B. Nomination of the Beautification Award - 1st Quarter 2025 (Presentation scheduled for January 20, 2025).**

Commissioner Morgan nominated the Baywood Center for the Beautification Award.

- C. Nomination and selection of the recipient of the Martin Luther King, Jr. Good Citizenship Award (Presentation scheduled for January 20, 2025).**

Commissioner Morgan nominated Erik Swenk.

Commissioner Boni nominated Michael Radka.

All nominations were carried by a unanimous voice vote.

6. BOARD APPOINTMENTS

- A. District #1 nomination to the Land Planning Agency.**

Commissioner Shoemaker nominated Fraser Howe, 262 Capulet Cove for appointment to the Land Planning Agency Board. Nomination carried by a unanimous voice vote.

- B. District #2 nomination to the Parks & Recreation Advisory Board.**

Nomination was deferred to the next meeting.

7. PUBLIC INPUT

- A. Public Participation.**

Nancy Bianchi, 111 Shadow Trail, Longwood. She addressed the easement area behind her home in the Shadow Hill subdivision. She stated the trees in the easement area had been removed and was concerned that the area is designated as a park, has not been maintained until recently, and now, due to the lack of security and privacy, is causing distress to the residents.

8. MAYOR AND COMMISSIONERS' REPORT

- A. District #2.** Commissioner Boni attended the Christmas Parade in Apopka on behalf of Commissioner Morgan and thanked him for asking him to cover for him as a judge. He attended Celebrate the Season, Longwood Christmas Parade, Jazz in the Park and Tree Lighting, and the Employee Luncheon and Awards ceremony. He thanked the Longwood Rotary Club for filling backpacks with food for Longwood Elementary over the holiday school break. He attended the Leadership Seminole holiday party at the Central Florida Zoo. He wished everyone a Merry

Christmas and a Happy New Year.

District #3. Mayor McMillan attended Celebrate the Season, Longwood Christmas Parade, Jazz in the Park and Tree Lighting, and the Employee Luncheon and Awards ceremony. For the “true,” “good,” and “beautiful,” he wished everyone a Merry Christmas.

District #4. Commissioner Morgan attended Celebrate the Season, Longwood Christmas Parade, Jazz in the Park and Tree Lighting, the Employee Luncheon and Awards ceremony, Tri-County League of Cities at Waste Pro, and 7-foot Santa events. He attended his ethics training on December 12.

District #5. Deputy Mayor Sackett attended the Celebrate the Season, Longwood Christmas Parade, Jazz in the Park and Tree Lighting, and the Employee Luncheon and Awards ceremony. He reported that he donated bicycles for the 18th year; today, they were delivered. He also donated Christmas trees, free to anyone who would like one and will be at the Public Works department behind the Acme Comic Book Store. Deputy Mayor Sackett wanted to cancel the January 6, 2025, Commission meeting, which would be addressed under #9 on the agenda. He asked that the issue at Shadow Hill with the clearing of the trees be discussed further.

District #1. Commissioner Shoemaker reiterated the same sentiments regarding the city events as the other commissioners. She gave a shoutout to all the staff for their work on the events.

9. COMMISSION AND STAFF ADDITIONS OR CHANGES

A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS.

Discussion ensued regarding the easement area behind Shadow Trail in the Shadow Hill subdivision brought up under public participation. Mr. Gioielli addressed the area and noted it was an abandoned electric company easement that became the city's responsibility, and it is not a park. He said that staff responded to the area since a tree within the easement area fell on a nearby house. The city contacted an arborist to inspect the area and advise staff which trees were dead or dying and were a hazard in future storms. The trees that needed to be removed were identified and marked. In order to get equipment into the area, it needed to be cleared. The easement area will also need to be cleared and maintained going forward. He mentioned installing a gate on the Myrtle Lake Hills Road side for city access. Mr. Smith also noted that the area is dedicated as public land, so it cannot be given to homeowners. Mr. Gioielli passed out a map of the area to the commission for their reference.

Commissioner Shoemaker made a motion to direct staff to look into options to restrict access on both sides of the easement area and work with the residents. Seconded by Deputy Mayor Sackett and carried by a unanimous voice vote.

Deputy Mayor Sackett moved to cancel the January 6, 2025, City Commission meeting. Seconded by Commissioner Boni and carried by a unanimous voice vote.

B. ANY ADDITIONS OR DELETIONS TO THE AGENDA. None.

10. CONSENT AGENDA

- A. **Approve the Minutes of the December 2, 2024, Regular Meeting.**
- B. **Approve the Monthly Expenditures for October 2024.**
- C. **Approve the Monthly Financials for October 2024.**
- D. **Approve the Federally Funded Subaward and Grant Agreement for Hurricane Milton DR-4834 with the State of Florida, Division of Emergency Management and authorize the Mayor to sign necessary documents for the reimbursement of the eligible expenses incurred during the Hurricane Milton event.**
- E. **Approve a change order in the amount of \$75,000 to the Ceres Environmental Services purchase order No. 25-00085 for Milton Debris Removal Services.**
- F. **Approve a change order in the amount of \$50,000 to increase the Debris Tech Services purchase order No. 25-00086 for Milton Debris Removal Services.**
- G. **Approve a change order in the amount of \$50,000 to the Fortiline Waterworks purchase order No. 25-00220 to purchase water and sewer materials and supplies essential for the maintenance and repair of the City's water and sewer system distribution systems.**
- H. **Approve an increase in the amount of \$31,295 to purchase order No. 24-01430 for Huffman Inc. DBA NuWave Concrete for the additional quantities related to Phase II of the City Sidewalk Connections and Concrete Repair Project.**

Commissioner Morgan moved to approve Items 10A through 10H as presented. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

11. PUBLIC HEARINGS

- A. **Read by title only and adopt Resolution No. 24-1679, establishing the City's Notice of Intent to use the Uniform Method for collecting Non-Ad Valorem Assessments in 2025.**

Mr. Langley read Resolution No. 24-1679 by title only.

Ms. Rosado presented the Item.

Mayor McMillan opened the public hearing. No one spoke in favor or opposition to Resolution No. 24-1679.

Commissioner Boni moved to close the public hearing. Seconded by Deputy Mayor Sackett and carried by a unanimous voice vote.

Commissioner Boni moved to adopt Resolution No. 24-1679 as presented Item 11A. Seconded by Commissioner Morgan and carried by a unanimous roll call vote.

12. REGULAR BUSINESS

- A. Read by title only and adopt Resolution No. 24-1683, which approves an Interlocal Agreement between the City of Longwood and Seminole County for the Urban County Partnership Program.**

Mr. Langley read Resolution No. 24-1683 by title only.

Mr. Gioielli presented the Item.

Commissioner Morgan moved to adopt Resolution No. 24-1683 as presented 12A.
Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

- B. Read by title only and adopt Resolution No. 24-1686, authorizing the execution and delivery of Amendment 3 to the Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 to provide the City with a time extension to complete construction services relating to the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.**

Mr. Langley read Resolution No. 24-1686 by title only.

Mr. Gioielli presented the Item.

Commissioner Morgan moved to adopt Resolution No. 24-1686 as presented 12B.
Seconded by Deputy Mayor Sackett and carried by a unanimous voice vote.

13. CITY MANAGER'S REPORT

Mr. Gioielli stated the new rescue truck was in service and thanked the commission for checking it out before the meeting. He said Celebrate the Season broke a record with online ticket sales for this year's event. He received notice that Orlando Health South Seminole Hospital will close and transition to Lake Mary on January 11. The current emergency room will remain open until the new one opens, so emergency service will not lapse. The city website has a new AI-powered chat box. By Wednesday, they will set up a time for the Light-Up Longwood event and reach out to the commission to schedule. He reported that the city has submitted its application for the FEMA CRS, which is the flood community rating system, and anticipates it being awarded in October 2025. When this happens, it will allow residents to get better rates for flood insurance. He also reported that debris removal has been completed.

14. CITY ATTORNEY'S REPORT. Wished everyone a Merry Christmas.

15. CITY CLERK'S REPORT

Ms. Longo reminded the Commission that the city offices will be closed on Monday, December 23, through Wednesday, December 25, and Monday, December 30, through Wednesday, January 1, for the Christmas and New Year's Holidays. She reported that the Clerk's office has begun the work for the 45th Annual JOY "Juvenile of the Year" Awards. The award presentation will be held at the February 3, 2025, Commission Meeting, and the eleven (11) schools serving Longwood have been sent their invitation and nomination form. The Seminole County School Board Members, Superintendent, and Deputy Superintendent have been notified. She will be registering the Commission to attend the 2025 Seminole County Prayer Breakfast to be held on Friday, February 21, at the Orlando Marriott Lake Mary. A calendar invite would be sent. She will also register the Commission for the 2025 Annual State of the County Luncheon to be held on Friday, February 14, at the Orlando Marriott Lake Mary. A calendar

would be sent. She wished everyone a Merry Christmas, Happy Hanukkah, and Happy New Year full of health, wealth, and happiness.

16. ADJOURN. Mayor McMillan adjourned the meeting at 6:52 p.m.

Minutes approved by City Commission: 01-20-2025.

Matthew McMillan, Mayor

ATTEST:

Michelle Longo, MMC, FCRM
City Clerk