



Pamela Durrance, City Manager
Charlette Ganas, City Clerk

Gerald Buhr, City Attorney
John Scheel, Police Chief

CITY OF

104 East Main Street
Bowling Green, FL 33834

BOWLING GREEN

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CITY COMMISSION MEETING
August 13, 2024 – 6:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor N’Kosi Jones

INVOCATION – Charlette Ganas

PLEDGE OF ALLEGIANCE - Mayor N’Kosi Jones

ROLL CALL – Charlette Ganas

APPROVE COMMISSION MINUTES –

Regular Meeting – 07-09-24; Special Meeting – 07-23-24; Budget Workshop- 07-23-24; Budget Workshop- 07-25-24

CONSENT AGENDA – ACCOUNTS PAYABLE / FINANCIALS / PAYROLL / POLICE DEPARTMENT REPORT / WATER & WASTEWATER / PUBLIC WORKS / CODE ENFORCEMENT
(COMMISSION WILL VOTE ON THE CONSENT AGENDA AS A WHOLE)

OLD BUSINESS-

1. Baker Fence
2. Lead Service Line
3. Strategic Plan (Central Florida Regional Planning, Jennifer Codo-Salisbury)
4. Vesting Period
5. FDEP Drinking Water State Revolving Fund (SRF) Project for Water Main Replacement.
6. City Attorney Letter/Contract with fees for budget

REQUEST FROM THE GENERAL PUBLIC –

ANNOUNCEMENTS – City Manager / City Attorney

- a. Updated Budget Workshop Dates

Other City Business- Commissioners or other Elected Officials

PROCLAMATION – NONE



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Other City Business- Commissioners or other Elected Officials

PROCLAMATION – NONE

OLD BUSINESS AGENDA ITEM 1: Baker Fence

ISSUE:

The City Commission will consider options regarding the fence installed by the Bakers. The City has realized an error in the approval of the current fence installation. In an effort to resolve this matter fairly and constructively, we are seeking options to correct the situation.

ATTACHMENTS:

Email from the Bakers, which includes quotes and specifics about the current fence, reflecting a total contract cost of \$9,178, as well as two alternative options proposed by the Bakers.

ANALYSIS:

Given the error made by the City in approving the initial fence, we are committed to addressing this issue in good faith.

STAFF RECOMMENDATION:

City staff will oversee the removal of all sections of the fence, except the compliant portion, with a timeframe of 30 days to complete this task.

1. **Remove the Current Fence:** Except for the compliant 6 ft section along the back of the property.
2. **Pay the Bakers:** The full contract amount of \$9,178, which covers the cost of the current fence.
3. **Start Over:** Allow the Bakers to begin the process anew to ensure compliance and satisfaction.

We believe this approach will allow us to rectify the situation efficiently and move forward positively.

OLD BUSINESS AGENDA ITEM 2: Lead Service Line

ISSUE:

The City Commission will review the Lead Service Line project that was discussed during the Commission meeting in August and at a special meeting held on July 23, 2024. During this meeting, Katherine Van Zant with



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the Florida Rural Water Association (FRWA) and Roger Homann with Pennoni were present. Following these discussions, the Commission requested a collaborative meeting with Florida Rural Water Association, Eric Myers with the Department of Environmental Protection (DEP), and the city, City Manager Durrance, Assistant City Manager Ganas, to explore options. This meeting took place on July 26, 2024.

ATTACHMENTS:

- Spreadsheet for Record Search
- Spreadsheet for Field Verification

ANALYSIS:

The Commission has determined that it would not be fiscally responsible for the City to continue the project under the current engineering contract with Pennoni. Instead, it would be in the City's best interest to leverage the services provided under the FRWA grant program to alleviate unnecessary financial burdens.

STAFF RECOMMENDATION:

Given the financial implications and the scope of the project, it is recommended that the City:

1. Utilize the FRWA grant program to handle the Records Search and field verifications.
2. Proceed with addressing the balance owed to Pennoni, currently estimated at \$28,000, though the final amount will be confirmed upon agreement with FRWA. At present, it is estimated that FRWA will cover \$14,454 under the grant. The SRF Funding Manager, Eric Meyers, has indicated that additional funding may be available to cover the City's remaining responsibility, separate from the current FRWA funding. Given the amount of work required to qualify for this additional funding, it would be more practical to settle any remaining balance, which could be between \$13,000-\$14,000, rather than the full \$125,000.

OLD BUSINESS AGENDA ITEM 3: Strategic Plan

ISSUE:

The City Commission will consider hiring Central Florida Regional Planning for City Strategic Plan.

ATTACHMENTS:

Central Florida Regional Planning Memo

ANALYSIS:



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Creating a strategic plan that combines various city plans for the best interest of a city involves a comprehensive analysis and integration of multiple factors, stakeholders, and objectives. A strategic plan combines elements thoughtfully, harmonizing various city plans for the city's best interest, promoting sustainable development, economic growth, and improved quality of life for its residents. A strategic plan provides the overarching framework and direction necessary for developing a 5 and 10-year CIP. It ensures that capital investments are aligned with the city's long-term goals, responsive to community needs, and effectively managed to achieve maximum impact and sustainability over time.

STAFF RECOMMENDATION:

City Commission complete the Strategic Plan Agency Outline and consider hiring Central Florida Regional Planning Council to conduct and assist with implementation. A strategic plan plays a crucial role in the development of a 5 and 10-year capital improvement plan (CIP) by providing a framework and guiding principles that align infrastructure investments with broader city goals and priorities.

OLD BUSINESS AGENDA ITEM 4: Vesting Period

ISSUE:

The City Commission will consider vesting period for staff.

ANALYSIS:

The current vesting period for employee benefits is set at 10 years. This means that employees must complete 10 years of service before they are fully vested in certain benefits. The Commission is considering whether to reduce this period to 3 or 5 years. Implementing a shorter vesting period will align with best practices and provide significant long-term benefits to the organization and its employees.

STAFF RECOMMENDATION:

Based on the analysis, it is recommended that the Commission consider reducing the vesting period for employee benefits to either 3 or 5 years. This change is expected to:

1. Attract and retain top talent more effectively.
2. Enhance employee motivation and job satisfaction.
3. Improve overall morale and productivity.
4. Provide a more competitive benefits package compared to industry standards.



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OLD BUSINESS AGENDA ITEM 5:FDEP Drinking Water State Revolving Fund (SRF)

ISSUE:

The City Commission will consider FDEP Drinking Water State Revolving Fund (SRF) Project for Water Main Replacement. The city has been awarded a planning grant for the Water Main Replacement project, comprising 50% grant funding and 50% low-interest loan, totaling \$75,000. The next step is to submit a comprehensive loan application package to the Florida Department of Environmental Protection (FDEP). Pennoni has prepared most of this application, and City staff has compiled the financial portions.

ATTACHMENTS:

State Revolving Loan Program for Drinking Water Facilities Loan Application with updated handwritten financials (pages 6-9).

ANALYSIS:

Project Scope:

- The project aims to replace old, small-diameter iron water mains throughout the City that are known to have tuberculation. Tuberculation refers to the build-up of tubercles (rust and mineral deposits) on the inner surface of water mains, which can significantly reduce water flow and pressure.
- The project may also include the installation of additional water main valves to improve system control and maintenance.

Planning Phase:

- The first phase of the project is the Facilities Planning phase, during which the most critical water mains for replacement will be identified, and the project will be planned accordingly.
- The construction phase may potentially benefit from up to 90% grant funding provided by the FDEP DWSRF program, though this is not guaranteed.

STAFF RECOMMENDATION:

To ensure a well-structured approach and effective use of the grant and loan funding, it is recommended to engage further planning with Inframark. This planning should focus on developing a detailed plan of action that specifically addresses the needs of target areas. For example, creating a utilities master plan that includes a



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flow study for the water main system will help in identifying the most critical areas for replacement and improving overall system performance.

CITY MANAGER AGENDA ITEM A: Update Workshop and Trim dates

CALENDAR:

August 12/5:30 pm Budget Workshop
August 13/6:00 pm- Commission Meeting
August 22/5:30 pm- Budget Workshop
August 27/5:30 pm- Budget Workshop
August 29/5:30 pm- Final Budget

September 10/6:00 pm- Commission Meeting
September 11/5:05 pm- Trim First Hearing
September 30/5:05 pm- Trim Final Hearing