LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
AGENDA
THURSDAY, DECEMBER 4, 2025 7:00 PM

1. **Call to Order**
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes**
   - A. **Approval of Draft Special Called City Commission Meeting Minutes for November 6, 2025**
   - B. **Approval of Draft City Commission Meeting Minutes for November 6, 2025**
6. **Special Presentations**
7. **Citizen Participation - This is an opportunity for anyone to come forward and address the Commission on any matter relating to the City or of concern to our citizens. This also includes: 1) any item discussed at a previous work session; 2) any item not specifically listed on a previous agenda but discussed at a previous Commission meeting or 3) any item on tonight's agenda not labeled as a public hearing. Items requiring a public hearing are generally so noted on the agenda and public input will be taken when the item is considered.**
8. **Unfinished Business**
9. **New Business**
   - A. **2025-CU-01, A request for a Conditional Use for a Pharmacy in the M-1A, Office & Light Industrial, zoning district, located in an existing building at 525 Technology Park, Suite 125. Applicant: Mr. Evan Futch. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)**

10. Other Items for Commission Action

11. City Manager's Report

A. Items for Approval

a. Change Order for CPH, Inc.: Engineering Services for Consumptive Use Permit Renewal

b. Thermal Imaging Cameras

c. Surplus items from various departments

B. Items for Information

a. Annual Investment Report

b. Monthly Finance Report

C. Announcements

12. Mayor and Commissioners Report - 3

A. Annual Advisory Board Appointments/Reappointments

B. Appointment of Deputy Mayor

13. City Attorney's Report

14. Adjournment

UPCOMING MEETINGS: January 15, 2026

THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE

Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY ADA COORDINATOR AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (407) 585-1424.

If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 State Statute 286.0105.

NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.

LAKE MARY CITY COMMISSION

Lake Mary City Hall
100 N. Country Club Road

Regular Meeting
MINUTES
THURSDAY, DECEMBER 4, 2025, 7:00 PM

NO VIDEO RECORDING WAS MADE FOR THIS MEETING.

1. The meeting was called to order by Mayor Mealor at 7:01.

2. Moment of Silence

3. Pledge of Allegiance

4. Roll Call

David Mealor, Mayor
Justin York, Deputy Mayor
Jordan Smith, Commissioner
Nicholas Carlin, Commissioner
Colleen Taylor, Commissioner
Kevin Smith, City Manager
Darren Elkind, City Attorney
Kevin Pratt, Police Chief
Corey Bowles, Acting Fire Chief
Brent Mason, Finance Director
Sabreena Colbert, Community Development Director
Allison Marcous, Human Resources Director
Bryan Nipe, Parks and Recreation Director
Danielle Koury, Public Works Director
Amber Branton, City Clerk
Dave Dovan, Assistant Public Works Director

Jill Semento, Assistant Parks and Recreation Director
Robert Lindemann, Deputy Fire Chief
Claudia Hash, Police Officer First Class
Sydney Boswell, Planner
Trenten Ward, Planner
Marlene Mercer, Code Enforcement Officer
Pedro Ramos, Information Systems Administrator

5. Approval of Minutes

A. Approval of Draft Special Called City Commission Minutes for November 6, 2025

Deputy Mayor York made a motion to approve the Draft Special Called City Commission Minutes for November 6, 2025. Commissioner Smith seconded the motion, and the motion was approved unanimously.

B. Approval of Draft City Commission Meeting Minutes for November 6, 2025

Commissioner Taylor made a motion to approve the Draft City Commission Meeting Minutes for November 6, 2025. Commissioner Carlin seconded the motion, and the motion was approved unanimously.

6. Special Presentations

None.

7. Unfinished Business

None.

8. New Business

A. 2025-CU-01, A request for Conditional Use for a Pharmacy in the M-1A, office & light Industrial zoning district, located in an existing building at 525 Technology Park, Suite 125. Applicant: Mr. Evan Futch. (Quasi-Judicial – Public Hearing) (Sydney Boswell, Project Manager)

Sydney Boswell, Planner, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

The item was then opened for public hearing. Nobody came forward and the public hearing section was closed.

Deputy Mayor York made a motion to approve 2025-CU-01, A request for Conditional Use for a Pharmacy in the M-1A, office and light industrial zoning district. Commissioner Taylor seconded the motion, and the motion was carried 5-0 by roll-call vote, Commissioner Smith, Yes; Commissioner Carlin, Yes; Commissioner Taylor, Yes; Deputy Mayor York, Yes; Mayor Mealor, Yes.

9. Other Items for Commission Action

None.

10. City Manager's Report

A. Items for Approval

a. Change Order for CPH, Inc.: Engineering Services for Consumptive Use Permit Renewal

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize approval of a change order to PO24-0398 with CPH in the amount of $108,960, increasing the total purchase order to $186,467.

Commissioner Carlin inquired regarding the contract completion timeline and whether sufficient time existed to complete the Consumptive Use Permit renewal prior to expiration. Danielle Koury, Public Works Director, confirmed adequate time remained to complete the work.

Commissioner Smith made a motion to authorize a Change Order for CPH, Inc.: Engineering Services for Consumptive Use Permit Renewal. Deputy Mayor York seconded the motion, and the motion was approved unanimously.

b. Thermal Imaging Cameras

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested that Commission authorize approval of a purchase order to Municipal Equipment Company, LLC in the amount of $36,939.30 under Lake County Contract No. 22-730-H.

Commissioner Carlin made a motion to authorize approval of the purchase order to Municipal Equipment Company, LLC. Commissioner Smith seconded the motion, and the motion was approved unanimously.

c. Surplus items from various departments

Kevin Smith, City Manager, discussed the information as presented in the Staff Report, which was included in the agenda packet for review.

He requested approval to declare specified Police Department, Fire Department, and Public Works assets surplus and authorize disposal.

Commissioner Taylor made a motion to authorize surplus items from various departments. Commissioner Carlin seconded the motion, and the motion was approved unanimously.

B. Items for Information

a. Annual Investment Report

Mr. Smith reported that the City held approximately $65 million in invested assets, which generated approximately $2.2 million in interest during the prior fiscal year. He noted the decrease from the previous year was primarily due to reductions in federal interest rates.

b. Monthly Finance Report

Mr. Smith reported that the monthly financial report reflected the first month of the fiscal year and indicated that revenues and expenditures were trending as anticipated.

C. Announcements

11. Citizen Participation - This is an opportunity for anyone to come forward and address the Commission on any matter relating to the City or of concern to our citizens. This also includes: 1) any item discussed at a previous work session; 2) any item not specifically listed on a previous agenda but discussed at a previous Commission meeting or 3) any item on tonight's agenda not labeled as a public hearing. Items requiring a public hearing are generally so noted on the agenda and public input will be taken when the item is considered.

No one came forward and the public hearing section was closed.

12. Mayor and Commissioners Report – 3

A. Annual Advisory Board Appointments/Reappointments

Karen Feldman was reappointed to the Historical Commission.

Robert Boardman, Christine Maskel, and Louis Silva were reappointed to the Parks & Recreation Board.

Pamela Bussey was reappointed to the Elder Affairs Advisory Board.

Judge Frederick Schott and Craig Baumgardner were appointed to the Planning and Zoning Board.

Martin Bell and Elizabeth Stack were reappointed to the Firefighters' Pension Board.

B. Appointment of Deputy Mayor

Commissioner Taylor was appointed as Deputy Mayor.

a. Deputy Mayor Taylor

She discussed Veterans Day activities, participation in voter education efforts at Lake Mary High School, attendance at Florida League of Cities policy committee meetings, and wished staff and residents a happy holiday season.

b. Commissioner York

He also discussed Veterans Day events, attendance at the Florida League of Cities Legislative Policy Conference, participation in Utilities and Natural Resources policy discussions, and upcoming community events.

c. Commissioner Smith

He expressed appreciation to staff for holiday displays and wished staff and residents a happy holiday season.

d. Commissioner Carlin

He discussed his first month of service on the Commission, praised staff responsiveness and professionalism, acknowledged recent public safety and infrastructure responses, and requested future discussion regarding the City's purchasing policy threshold.

13. City Attorney's Report

No report.

14. Adjournment

There being no further business, the meeting adjourned at 7:38.

David J. Mealor, Mayor

Cassie Killgore, Deputy City Clerk

ATTEST:

Amber Branton, City Clerk