



## **LAKE MARY CITY COMMISSION**

**Lake Mary City Hall  
100 N. Country Club Road**

**Regular Meeting  
AGENDA  
THURSDAY, MAY 7, 2026 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 City Commission Meeting Minutes for April 16, 2026**
- 6. Special Presentations**
  - A. Proclamation - National Police Week (Kevin Pratt, Police Chief)**
  - B. Proclamation - National EMS Week (Michael McDowell, Fire Chief)**
  - C. Proclamation - National Public Works Week (Danielle Koury, Public Works Director)**
- 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. **Interlocal Agreement with Seminole County for West Crystal Lake MSBU (Kevin Smith, City Manager)**
  - B. **Ordinance No. 1725, approving creation of the West Crystal Lake Management Municipal Services Benefit Unit (Public Hearing - Legislative - Second Reading) (Kevin Smith, City Manager)**
  - C. **Agreement with Seminole County regarding the Seminole Connector (S.R. 452) Project (Kevin Smith, City Manager)**
  - D. **Ordinance No. 1724 - Amending the Purchasing Policy (Public Hearing - Legislative - First Reading) (Brent Mason, Finance Director)**
10. **Other Items for Commission Action**
  11. **City Manager's Report**
    - A. **Items for Approval**
    - B. **Items for Information**
    - C. **Announcements**
  12. **Mayor and Commissioners Report - 3**
  13. **City Attorney's Report**
  14. **Adjournment**

**UPCOMING MEETINGS: May 21, 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, MAY 7, 2026, 7:00 PM

**NO VIDEO RECORDING WAS MADE FOR THIS MEETING.**

1. The meeting was called to order by Mayor Mealor at 7:00.
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**

David Mealor, Mayor  
Colleen Taylor, Deputy Mayor  
Jordan Smith, Commissioner  
Nicholas Carlin, Commissioner  
Justin York, Commissioner  
Kevin Smith, City Manager  
Darren Elkind, City Attorney  
Kevin Pratt, Police Chief  
Michael McDowell, Fire Chief  
Brent Mason, Finance Director  
Sabreena Colbert, Community Development Director  
Bryan Nipe, Parks and Recreation Director  
Danielle Koury, Public Works Director  
Creed McClelland, Deputy Fire Chief  
Dennis Strange, Deputy Police Chief  
Robert Judges, Police Lieutenant

Lena DelGenio, Police Sergeant  
Miguel Conde, City Engineer  
Marlene Mercer, Code Enforcement Officer  
Tina O'Brien, Public Safety Program Manager  
Amanda Rodriguez, Firefighter/EMT  
Rachel Demasi, Human Resources Risk Generalist  
Pedro Ramos, Information Technology Administrator

## **5. Approval of Minutes**

### **A. Approval of Draft City Commission Minutes for April 16, 2026**

**Commissioner Carlin made a motion to approve the Draft City Commission Minutes for April 16, 2026. Commissioner Smith seconded the motion, and the motion was approved unanimously.**

## **6. Special Presentations**

### **A. Proclamation – National Police Week (Kevin Pratt, Police Chief)**

Darren Elkind, City Attorney, read the proclamation, which proclaimed the week of May 10, 2026, through May 16, 2026, as National Police Week in the City of Lake Mary.

Mayor Mealor presented the proclamation to Chief Pratt. He thanked the Commission, City Manager, and community for their support and stated that he was honored to lead the men and women of the Lake Mary Police Department.

### **B. Proclamation – National EMS Week (Michael McDowell, Fire Chief)**

Darren Elkind, City Attorney, read the proclamation, which proclaimed the week of May 17, 2026, through May 23, 2026, as National EMS Week in the City of Lake Mary.

Mayor Mealor presented the proclamation to Fire Chief McDowell and the Lake Mary Fire Department. Chief McDowell stated that approximately 75% of the department's work is EMS-related and recognized the professionalism, training, and dedication of the department's personnel.

### **C. Proclamation – National Public Works Week (Danielle Koury, Public Works Director)**

Darren Elkind, City Attorney, read the proclamation, which proclaimed the week of May 17, 2026, through May 23, 2026, as National Public Works Week (Danielle Koury, Public Works Director)

Mayor Mealor presented the proclamation to Danielle Koury, Public Works Director. Ms. Koury thanked the Commission and City Manager for their support and recognized the

Public Works team for maintaining the City's water, sewer, roads, sidewalks, and other public infrastructure. Mayor Mealor also noted that Public Works' in-house project work saved taxpayers more than \$1,000,000 during the past year.

**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.**

No one came forward, and the citizen participation section was closed.

## **8. Unfinished Business**

None.

## **9. New Business**

### **A. Interlocal Agreement with Seminole County for West Crystal Lake MSBU (Kevin Smith, City Manager)**

Mayor Mealor declared a potential conflict of interest, recused himself from the item, and was not present for the discussion or vote.

Kevin Smith, City Manager, 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. No one came forward and the public hearing section was closed.

**Commissioner Carlin made a motion to approve Interlocal Agreement with Seminole County for West Crystal Lake MSBU. Commissioner Smith seconded the motion, and the motion was carried 4-0 by roll-call vote, Commissioner Smith, Yes; Commissioner Carlin, Yes; Commissioner York, Yes; Deputy Mayor Taylor, Yes.**

### **B. Ordinance No. 1725, approving creation of the West Crystal Lake Management Municipal Services Benefit Unit (Public Hearing – Legislative – Second Reading) (Kevin Smith, City Manager)**

Mayor Mealor remained excused for the item and was not present for the discussion or vote.

Kevin Smith, City Manager, 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. No one came forward and the public hearing section was closed.

**Commissioner Smith made a motion to approve Ordinance No. 1725, approving creation of the West Crystal Lake Management Municipal Services Benefit Unit. Commissioner Carlin seconded the motion, and the motion was carried 4-0 by roll-call vote, Commissioner Carlin, Yes; Commissioner York, Yes; Commissioner Smith, Yes; Deputy Mayor Taylor, Yes.**

**C. Agreement with Seminole County regarding the Seminole Connector (S.R. 452) Project (Kevin Smith, City Manager)**

Mayor Mealor returned to the dais and resumed the chair.

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

Commissioner Carlin inquired whether traffic survey data would be available to residents and business owners. Darren Gray, Seminole County Manager, came forward and clarified that Seminole County had the data and could provide it to the City.

Deputy Mayor Taylor inquired whether the five-cent gas tax revenue was restricted to transportation-related expenditures and whether the agreement would remove funding from existing City projects. Mr. Smith confirmed that the funding was restricted for transportation-related uses and that it was a new revenue source not previously allocated to Lake Mary projects.

Commissioner Smith inquired regarding the project timeline and current phase. Mr. Gray stated that the PD&E study was completed, the preferred alignment had been approved, the County had entered an interlocal agreement with CFX, and design was expected to begin in May. He stated that the project could open as early as 2031, with a possible completion window extending to 2038 depending on permitting.

The item was then opened for public hearing. No one came forward and the public hearing section was closed.

**Commissioner York made a motion to approve the agreement with Seminole County regarding the Seminole Connector, State Road 452. Commissioner Smith seconded the motion, and the motion carried 5-0 by roll-call vote, Deputy Mayor Taylor, Yes; Commissioner York, Yes; Commissioner Smith, Yes; Commissioner Carlin, Yes; Mayor Mealor, Yes.**

**D. Ordinance No. 1724 – Amending the Purchasing Policy (Public Hearing – Legislative – First Reading) (Brent Mason, Finance Director)**

Brent Mason, Finance Director, came forward to discuss the information as presented in the Staff Report, which was included in the agenda packet for review.

Commissioner York inquired regarding purchases between \$0 and \$999, including P-card transactions and office supplies. Mr. Mason stated that staff had discretion for those purchases, while purchases above the applicable threshold required additional purchasing procedures.

Commissioner Carlin inquired regarding the policy update timeline. Mr. Mason and Mr. Smith explained that the City had previously mirrored state purchasing thresholds, but because those thresholds had not been increased, staff recommended moving forward with local updates.

Commissioner Smith commented that the change was important because costs had increased and the policy would allow necessary purchases to be handled more efficiently.

The item was then opened for public hearing. No one came forward and the public hearing section was closed.

**Commissioner Carlin made a motion to approve Ordinance No. 1724 – Amending the Purchasing Policy. Deputy Mayor Taylor seconded the motion, and the motion carried 5-0 by roll-call vote, Commissioner York, Yes; Commissioner Smith, Yes; Commissioner Carlin, Yes; Deputy Mayor Taylor, Yes; Mayor Mealor, Yes.**

#### **10. Other Items for Commission Action**

None.

#### **11. City Manager's Report**

Kevin Smith, City Manager, recognized Wendy Niles, Emergency Management/Fire Accreditation Advisor, for her work coordinating the inaugural Storm Prep Live! event. Mayor Mealor also thanked City staff for their work on the event.

- A. Items for Approval**
- B. Items for Information**
- C. Announcements**

None.

## 12. Mayor and Commissioners Report – 3

### a. Deputy Mayor Taylor

She recognized the State of the City, Arbor Day, and Storm Prep Live! events. She thanked staff, Seminole County, Alan Harris, and Wendy Niles for their work and recognized the City's stormwater efforts as hurricane season approaches.

### b. Commissioner York

He discussed the Bent's Landing relaunch event and thanked public safety personnel for their support. He also recognized the State of the City, Arbor Day, and Storm Prep Live! events.

### c. Commission Smith

He discussed the Bent's Landing event, State of the City, and his attendance at the MetroPlan Municipal Advisory Committee meeting, where Vision Zero and roadway safety demonstration projects were discussed. He also praised Storm Prep Live! event and wished all mothers a happy Mother's Day.

### d. Commissioner Carlin

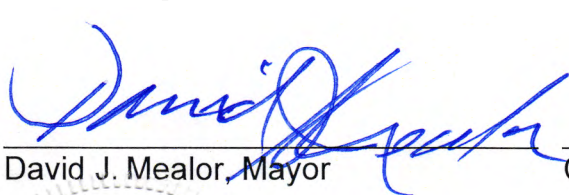
He echoed comments regarding recent City events, thanked staff for their work, recognized storm preparation efforts and collaboration with Seminole County, and thanked the Fire Chief and Police Chief for their leadership. He wished all mothers a happy Mother's Day.

## 13. City Attorney's Report

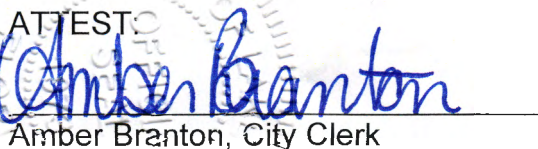
No report.

## 14. Adjournment

There being no further business, the meeting adjourned at 7:47.

  
\_\_\_\_\_  
David J. Meador, Mayor

  
\_\_\_\_\_  
Cassie Killgore, Deputy City Clerk

ATTEST:  
  
\_\_\_\_\_  
Amber Branton, City Clerk