



**CITY OF MOUNT DORA, FLORIDA
CITY COUNCIL REGULAR SESSION
MEETING MINUTES**

September 2, 2025

Mount Dora City Hall
510 North Baker Street, Mount Dora, Florida 32757

CALL TO ORDER

Having been duly advertised as required by law, at 6:00 p.m., Mayor James Homich called to order the Regular Session of City Council in the Mount Dora City Hall Council Chamber.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

A moment of silence and the Pledge of Allegiance were led by Mayor Homich.

ROLL CALL

Members Present

James Homich, Mayor
John Cataldo, Vice-mayor, District 1
Cal Rolfson, District 2
Dennis Dawson, District 3
Marc Crail, District 4
Nate Walker, District 5

Also Present

Vince Sandersfeld, City Manager
Patrick Brackins, City Attorney
Jeanann Hand, City Clerk

Members Not Present

Doug Bryant, At-large

PRESENTATIONS

1. Proclamation Recognizing the 100th Anniversary of the First National Bank of Mount Dora

Mayor Homich read the proclamation into the record. Representatives from the bank were present to receive the proclamation. The Mayor announced he would present a Key to the City during the bank's celebration later in the week.

PUBLIC COMMENT

Mayor Homich opened public comment.

Chuck Deffes, 326 East Seventh Avenue, thanked Council for repairing a sidewalk he had complained about.

Mayor Homich closed public comment.

APPROVAL OF AGENDA

***MOTION BY COUNCILMEMBER ROLFSON TO APPROVE THE AGENDA AND
CONSENT AGENDA; COUNCILMEMBER WALKER SECONDED THE MOTION.
MOTION PASSED WITH A UNANIMOUS VOICE VOTE.***

ACTION ITEMS

1. Request Approval of Contracts for Appraisal Services - Land and Real Property for RFQ# 24-CM-018

Community Development Director Adam Sumner provided a detailed summary of the selection process for the three firms: BBG, Cushman Wakefield, and Edwin R. Barfield LLC. The City's procurement policies were strictly followed. The selected firms will provide appraisals on an as-needed basis through task authorizations issued by the City.

Council and staff discussed how the firms were chosen, hourly rates, and the availability of local firms.

Mayor Homich opened public comment. No one spoke.

***MOTION BY COUNCILMEMBER ROLFSON TO APPROVE CONTRACTS FOR
APPRAISAL SERVICES FOR LAND AND REAL PROPERTY UNDER RFQ# 24-CM-
018; VICE-MAYOR CATALDO SECONDED THE MOTION. MOTION PASSED WITH
A UNANIMOUS VOICE VOTE.***

PUBLIC HEARINGS - RESOLUTIONS/ORDINANCES

1. Request Approval of the Final Reading and Adoption of **Ordinance 2025-11** Amending the Land Development Code Pertaining to Parking Lots Exempt District

Mr. Brackins read Ordinance 2025-11 by title only.

ORDINANCE NO: 2025 - 11

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO REVISIONS TO THE CITY OF MOUNT DORA LAND DEVELOPMENT CODE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENTS TO CITY OF MOUNT DORA LAND DEVELOPMENT CODE; SPECIFICALLY, THIS ORDINANCE AMENDS CHAPTER VI ENTITLED 'DESIGN STANDARDS;' PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

City Council approved the First Reading of Ordinance No. 2025-11 at the August 5, 2025, City Council meeting. No changes had been made since that time. All notice requirements had been met.

Mayor Homich opened public comment. No one spoke. Mayor Homich closed public comment.

MOTION BY COUNCILMEMBER WALKER TO APPROVE THE FINAL READING AND ADOPTION OF ORDINANCE NO. 2025-11, AMENDING THE LAND DEVELOPMENT CODE PERTAINING TO PARKING LOTS EXEMPT DISTRICT; COUNCILMEMBER CRAIL SECONDED THE MOTION. MOTION PASSED WITH A 6-0 ROLL CALL VOTE.

<i>YES</i>	<i>Dawson</i>
	<i>Homich</i>
	<i>Walker</i>
	<i>Crail</i>
	<i>Cataldo</i>
	<i>Rolfson</i>
<i>NO</i>	<i>None</i>

2. Request Adoption of **Resolution No. 2025-35**, Adjusting the Electric Base Rate and Power Cost Charge

Mr. Brackins read Resolution No. 2025-35 by title only.

RESOLUTION NO. 2025-35

A RESOLUTION OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO ADJUSTMENTS TO THE ELECTRIC UTILITY POWER COST CHARGE AND BASE RATE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; AUTHORIZING INCREASES TO THE POWER COST CHARGE AND BASE RATES FOR ELECTRIC UTILITY SERVICES IN ACCORDANCE WITH CITY CODE; AUTHORIZING ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Steve Langley, Electric Utility Director, explained the rationale behind the rate adjustments and the impact on customers. The City's electric utility collects revenues by applying electric rates to the power consumed by its retail electric customers.

Council and staff discussed rate increases, compared Mount Dora's rates to other utilities, and noted that, even with this increase, the City's rates will still be lower than Duke Energy's and SECO's.

The City does not make a "profit" on the Power Cost Charge. Base rate adjustments, as always, require a public hearing and Council approval.

Mayor Homich opened public comment. No one spoke. Mayor Homich closed public comment.

MOTION BY COUNCILMEMBER ROLFSON TO ADOPT RESOLUTION NO. 2025-35, ADJUSTING THE ELECTRIC BASE RATE AND POWER COST CHARGE; COUNCILMEMBER DAWSON SECONDED THE MOTION. MOTION PASSED WITH A 6-0 ROLL CALL VOTE.

YES ***Homich***
 Craile
 Dawson
 Walker
 Rolfson
 Cataldo

NO ***None***

Mayor Homich adjourned for a recess at 6:23 p.m.

Mayor Homich called the meeting back to order at 6:27 p.m.

CITY MANAGER'S REPORT

1. Fourth Amendment to Mount Dora Joint Planning Agreement (JPA) (Expires February 22, 2026)

Mr. Sandersfeld directed attention to the fourth extension document, which expires February 26, 2026. Mr. Brackins spoke about his communications with County staff.

The Council discussed extending the JPA and the need for a workshop to address substantive concerns. They expressed frustration with what some perceive to be the county's disregard for local input, citing a recent cell tower issue.

The Council agreed to have a workshop to discuss the JPA and its implications, with the county staff present. They also discussed the importance of having an attorney present during the workshop to ensure legal compliance.

Council and staff discussed their desire to prevent continuous extensions without progress. They acknowledged that the extension provides time for both parties to arrive at an agreeable document.

Council directed Mr. Sandersfeld and Mr. Brackins to meet with county staff to discuss the Council's previous comments on the JPA and prepare for a workshop.

The meeting adjourned for a recess at 6:52 p.m.

Mayor Homich called the meeting back to order at 6:56 p.m.

CITY ATTORNEY'S REPORT

1. Presentation

Mr. Brackins presented an overview of the City's form of government, explaining the roles of the Mayor, city manager, and city council, especially as they relate to City operations, City Council agendas, public communications regarding items to be presented to Council, and Sunshine Law. The presentation is attached to the minutes as Exhibit A.

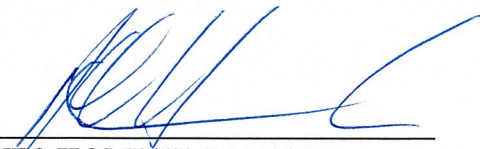
COMMUNICATIONS AND REPORTS

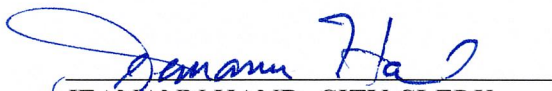
Councilmember Rolfson shared updates, including attending the grand opening of the Center for the Arts.

Councilmember Dawson mentioned an upcoming survey from the Heartland League of Cities and a proclamation for Hispanic Heritage Month.

ADJOURNMENT

There being no further business for discussion, the meeting adjourned at approximately 7:45 p.m.



JAMES HOMICH, MAYOR
City of Mount Dora, Florida

JEANANN HAND, CITY CLERK

EXHIBIT A

Mount Dora City Charter Overview

Patrick Brackins, Esq.

August 5, 2025

EXHIBIT A

Agenda

- Forms of Municipal Government
- Mount Dora's Form of Government
- Duties of Mayor
- Duties of Manager
- Mayor as Presiding Officer During Meetings
- Adoption of Agenda and Changes to Agenda

Forms of Municipal Government in Florida

- **Council-weak mayor:** council shares all powers; about 80 cities in Florida with populations less than 25,000
- **Council-strong mayor:** an elected executive implements council actions and administers the city; about 40 Florida cities in all populations (Apopka, Eatonville, Orlando)
- **Commission:** each elected official oversees one or more departments autonomously; come together as legislative body; only around 2 Florida cities have this form
- **Council-Manager or Commission-Manager:** professional manager appointed by mayor and council to administer city, prepare agenda, recommend actions to council, and present a budget each year; about 280 Florida cities of all populations (Mount Dora)

Mount Dora City Charter

- Provides for a Council-Manager form of government
- Article I, Section 3. Government – The municipal government provided by this Charter shall be known as the “**council-manager form of government.**” Except as otherwise provided by this Charter or state law, all powers of the city are vested in the elected city council. The city council shall appoint a city manager and a city attorney. Notwithstanding any other Charter provision or ordinance to the contrary, the city council, in its sole and absolute discretion, shall have appointment and removal authority over these appointed officials. The city council, in its sole and absolute discretion, may create or abolish, by ordinance, any boards as it may deem advisable. The city council, in its sole and absolute discretion, may create or abolish, by resolution, any ad hoc committee it may deem advisable.

EXHIBIT A

Council-Manager Form of Government (generally)

Council's Responsibilities:

- Establishing policy (resolutions)
- Passing ordinances
- Voting appropriations
- Acts as governing body
- Appoints City Manager

City Manager's Responsibilities:

- Hired by Council
- Serves as chief executive or administrative officer
- Implements and enforces city policies
- Manages department and staff
- Provides recommendations to Council
- Supervises City operations

EXHIBIT A

Non-interference (2024 Amendment)

In 2024, the voters approved adding the following section to Art. II., Sec. 9(b) of the Charter:

Interference with administration. Except for the purpose of formal inquiries or investigations authorized by the city council, the city council or its members shall not give orders or direction to city officers and employees who are subject to the direction and supervision of the city manager.

Duties of Mayor

"The Mayor is a member of the city council for all purposes." (Art. II. Sec. 4)

Article IV Mayor, Section 18 – Powers and duties. The mayor shall have the following powers and duties:

- (a) The mayor shall have no administrative duties except as set forth herein;
- (b) To preside at all meetings of city council;
- (c) **To be the head of city government for those purposes, including, but not limited to, martial law, civil defense, service of process, execution of contracts, deeds, other legal documents, to represent the city in all agreements with other governmental entities or certifications to other governmental entities and any other responsibility assigned by the city council;**
- (d) To be, or designate, the official spokesperson for the City of Mount Dora;
- (e) **To take necessary action in emergency situations. These emergency powers of the mayor shall not extend beyond the next meeting of the city council;**
- (f) To annually prepare a state of the city message; and
- (g) **To yield the chair during meetings for the purpose of making motions.**
- (h) The mayor, or the mayor's designee, shall report to the city council the existence and basis of any legal claim against the City of Mount Dora *[In practice, this is the City Attorney's responsibility]*

Duties of City Manager

- The city manager shall be responsible to the city council for the administration of all city affairs placed in his charge. Article V, Section 19
- Article V City Manager, Section 23 – Powers and duties. The city manager shall have the following powers and duties:
 - (a) To hire, appoint, suspend, transfer, demote, or remove all city employees in accordance with all applicable laws and policies adopted by the city council;
 - (b) To direct and supervise the administration of all departments, offices, and agencies of the City of Mount Dora, except as otherwise provided by Charter or law;
 - (c) To attend all council meetings whereupon the city manager shall have a right to take part in any discussion, but not the right to vote;
 - (d) To see that all laws, provisions of this Charter, and acts of the city council, which are subject to enforcement by the city manager or city employees, are faithfully executed;

Duties of City Manager – cont.

- Article V City Manager, Section 23 – Powers and duties. The city manager shall have the following powers and duties (continued):
 - (e) To prepare, submit, and administer the annual budget;
 - (f) To make all reports as the city council may require concerning the City of Mount Dora;
 - (g) To advise the city council fully as to the financial condition and future needs of the City of Mount Dora;
 - (h) To make any recommendations to the city council concerning the affairs of the City of Mount Dora that the city manager deems appropriate;
 - (i) To co-sign, or attest to, contracts on behalf of the City of Mount Dora pursuant to the ordinances, resolutions, and other actions of the city council; and
 - (j) To perform such other duties as are specified in this charter or as may be required by the city council.

Mayor as Presiding Officer

- Article IV, Section 18(b) provides the Mayor shall preside at all meetings of city council
- What does presiding over meetings entail?

According to Robert's Rules of Order (12th Edition) §47:7, the presiding officer's duties are to:

- Open and call to order the meeting
- Announce in proper sequence the business that comes before the council
- Recognize members who are entitled to the floor
- To state and put to vote all questions before the council
- Protect the council from obviously dilatory motions
- Enforce the rules relating to debate, order, and decorum
- Expedite business compatible with the rights of members
- Decide all questions of order, subject to appeal from the council
- Respond to inquiries of members related to parliamentary procedure or factual information
- Authenticate by his or her signature, all acts, orders, and proceedings of the council
- Declare the meeting adjourned
- Example – Chair has the authority to assign or move the seating arrangements of members of council subject to an appeal of the members

City Council Agenda

- Robert's Rules of Order (12th Edition) provides the procedures (guide) for adopting and changing the agenda
- Prevents any one member from unilaterally removing items from the agenda [absent a vote or city]
- Procedure for Adoption of Agenda (§41.61)
 - Performed at the outset of the meeting [**Approval of Agenda**]
 - Adopted by majority vote
 - Once adopted, it is then the order of business for the meeting
- Procedure for Changing an Agenda (§41.63)
 - When the adoption of a proposed agenda is pending during the meeting, it is subject to amendment by majority vote
 - After adoption of agenda, no change can be made in it except by a two-thirds vote, a vote of a majority of the entire membership, or unanimous consent
 - Roberts Rules of Order is not, by Ordinance or Charter, the mandatory procedure for parliamentary procedures in Mount Dora, but it is the most widely respected and utilized parliamentary procedures in the world

EXHIBIT A

City Policy for Agenda Items (2018 attached)

- **Purpose:** The City Manager, City Clerk and Mayor shall prepare agendas for all formal and informal meetings.
- **Policy:** All documents to be considered at a City Council meeting must be delivered to City Manager within the time frame determined by him or her. The clerk shall arrange an agenda list and submit to City Council on Thursday before a scheduled City Council meeting.
- **Councilmembers:** Any Councilmember may request an item to be added to a future agenda by bringing up the item under Other Business and obtaining consensus from the entire City Council for the future agenda.
- **Modifications:** The Mayor may make changes to the order of the agenda.
- **Removing an Agenda Item:** Removing an agenda item per the request of City Council or the City Manager may be made by majority vote or consensus of City Council.
- Thus, any single Councilmember may not remove an item on the agenda after the agenda has been published.

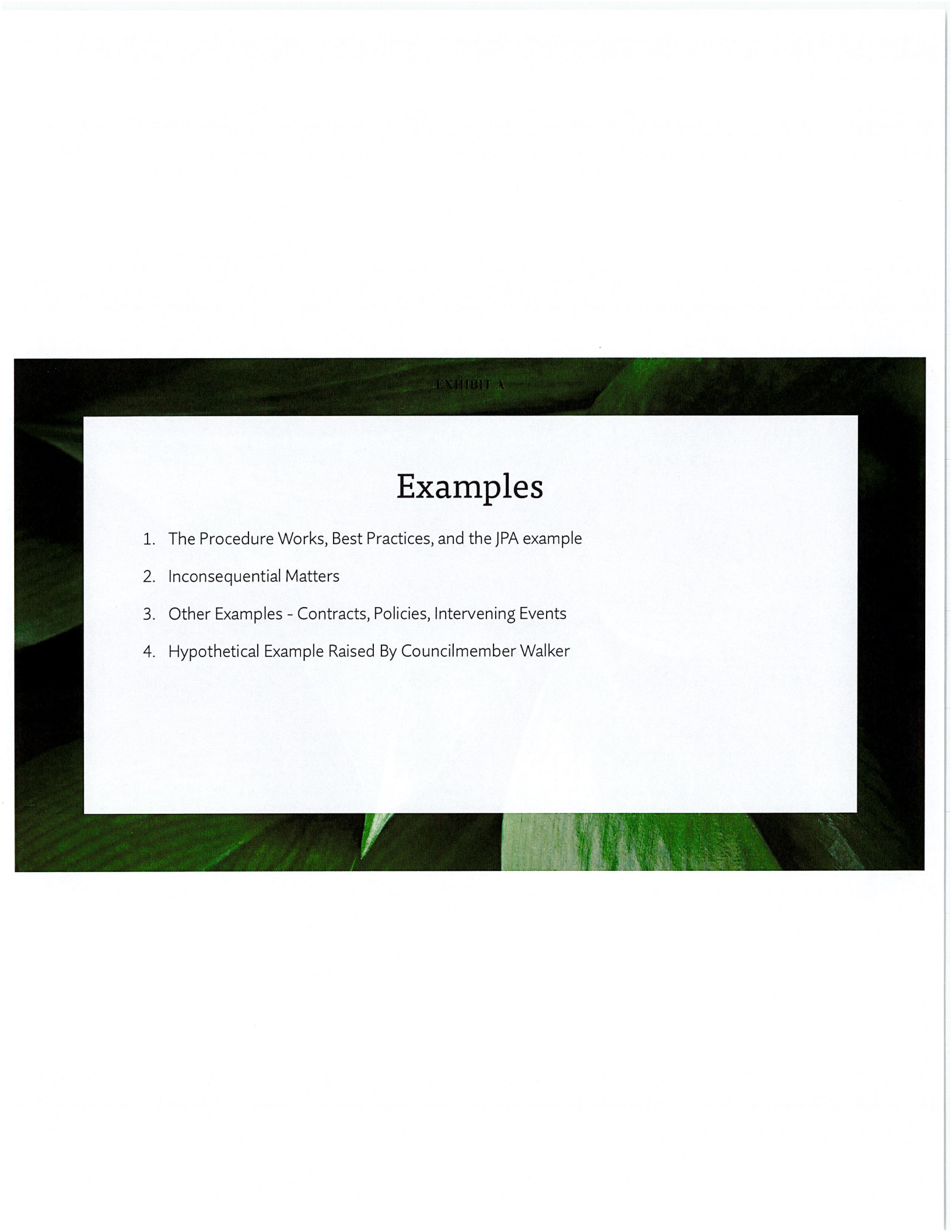
The background of the slide is a close-up photograph of green leaves, likely from a plant like a peace lily, showing their characteristic waxy texture and vein patterns. The leaves are in various shades of green, from dark to light, and are slightly out of focus, creating a soft, naturalistic backdrop.

EXHIBIT A

Examples

1. The Procedure Works, Best Practices, and the JPA example
2. Inconsequential Matters
3. Other Examples - Contracts, Policies, Intervening Events
4. Hypothetical Example Raised By Councilmember Walker

EXHIBIT A

Questions?

EXHIBIT A
City of Mount Dora

Placement of Items on City Council Agenda

Responsible Dept.: Legislative	Approved: <u>Robin R. Hayes</u> Robin R. Hayes, City Manager
Mayor Approval: <u>[Signature]</u> (Signature)	Date: <u>October 29, 2018</u>

Purpose: The City Manager, City Clerk and Mayor shall prepare agendas for all formal and informal meetings.

Policy

All reports, communications, ordinances, resolutions, contract documents or other matters to be considered at a City Council meeting must be delivered to the City Manager's Office within the time frame determined by him or her. The office of the City Clerk shall arrange an agenda list, with all attachments and back-up information to be submitted to the City Council on Thursday, the week before a scheduled City Council meeting.

Councilmembers

Any Councilmember may request an item be added to a future agenda by bringing up the item under Other Business and obtaining consensus from the entire City Council for the future agenda.

Public

A member of the public may make a written request to an Elected Official or to the City Manager for a future agenda. Should such a request be made to a City Council member, the City Council member may present it to the City Manager or Mayor for consideration and preparation for a future agenda.

Modification of Agenda

The Mayor may make changes to the order of the agenda. Such changes shall be announced after Public Appearances and must be listed in the minutes under *Adjustments to the Agenda*.

The following adjustments to the agenda may be made by majority vote or consensus of City Council:

1. Removing an agenda item per the request of City Council or the City Manager.