



UMATILLA CITY COUNCIL MEETING

November 4, 2025 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

AGENDA

Please silence your electronic devices

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES REVIEW

1. Approval of Meeting Minutes
- October 21, 2025, Regular City Council Minutes

PRESENTATIONS

2. Distributed Wastewater Treatment Systems (DWTSS) Septic to Sewer Presentation

PUBLIC COMMENT

At this point in the meeting, the Umatilla City Council will hear questions, comments and concerns from the public.

Please write your name and address on the paper provided at the podium. Zoning or code enforcement matters which may be coming before the Council at a later date should not be discussed until such time as they come before the Council in a public hearing. Comments, questions, and concerns from the public regarding items listed on this agenda shall be received at the time the Council addresses such items during this meeting. Public comments are generally limited to three minutes.

CONSENT AGENDA

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

NEW BUSINESS

3. RFQ-25-PW-001 Engineering Services CCNA Ranking

DISCUSSION

4. Discussion on Stormwater Utility Services and Solid Waste Non-Ad Valorem Assessments
5. Solid Waste Contract Discussion

REPORTS

6. Staff Reports

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (352)669-3125. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes, he 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.

Any invocation that may be offered before the official start of the Council meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution 2014-43. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief by the Council or the City. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.

The City of Umatilla is an equal opportunity provider and employer.



UMATILLA CITY COUNCIL MEETING

October 21, 2025 at 6:00 PM

Council Chambers, 1 S. Central Avenue, Umatilla, Florida 32784

MINUTES

PLEDGE OF ALLEGIANCE AND INVOCATION

CALL TO ORDER

Having been duly advertised as required by law, Mayor Creech led the Pledge of Allegiance, gave the Invocation, and called the Regular City Council Meeting to order at 6:22 pm.

ROLL CALL

MEMBERS PRESENT

Christopher Creech, Mayor
Katherine Adams, Vice Mayor
Bear Crockett, Council Member
Zack Durbin, Council Member
Fred Fetterolf, Council Member

NOT PRESENT

Vaughan Nilson, Public Works Director

ALSO PRESENT

Aaron Mercer, City Manager
Adam Bolton, Assistant City Manager
Jeniffer Cotch, City Attorney
Jessica Burnham, City Clerk
Regina Frazier, Finance Director
David Seeley, Chief of Police
Amy Stultz, Library Director
Misti Lambert, Programs and Compliance Manager

AGENDA REVIEW

MOTION BY VICE MAYOR ADAMS TO APPROVE THE AGENDA; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION PASSED BY A UNANIMOUS VOICE VOTE.

MINUTES REVIEW

1. Approval of Meeting Minutes
- October 7, 2025, Regular City Council Minutes

MOTION BY COUNCIL MEMBER FETTEROLF TO APPROVE OCTOBER 7, 2025, REGULAR CITY COUNCIL MINUTES; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION PASSED BY A UNANIMOUS VOICE VOTE.

PRESENTATIONS

2. Presentation of Certified Municipal Clerk Certification to City Clerk Jessica Burnham by FACC
Central East District Director Gwen Pierce

Gwen Pierce, Central East District Director of the Florida Association of City Clerks, provided background on the International Institute of Municipal Clerks' Certified Municipal Clerk (CMC) program. She explained that this certification recognizes the education, training, and professional experience of municipal clerks who have demonstrated a strong commitment to ongoing professional development. Pierce stated that she was present to honor City Clerk Burnham with this prestigious achievement.

PUBLIC COMMENT

Mayor Creech opened public comment.

Charelle Buress of the Umatilla Chamber of Commerce provided an update on the chamber's upcoming events, including the breakfast meeting. She also spoke about the number of new members, the recent After Hours event held at Bob's AC, and a ribbon-cutting ceremony at Apex Tackle.

Mayor Creech closed public comment.

CONSENT AGENDA

3. Resolution No. 2025-33, FDOT application for Road Closure of SR 19 for Cracker Christmas Parade
4. Special Event Application for Central Florida Karate Trunk or Treat
5. Special Event Application for Kiwanis 5K

**MOTION BY COUNCIL MEMBER FETTEROLF TO APPROVE THE CONSENT AGENDA;
SECONDED BY VICE MAYOR ADAMS. MOTION PASSED BY A UNANIMOUS VOICE VOTE.**

PUBLIC HEARING / ORDINANCES / RESOLUTIONS

6. Resolution No. 2025-30A, Amending Fee Schedule

City Attorney Cotch read the Resolution by title.

Resolution No. 2025-30A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UMATILLA, FLORIDA, AMENDING AND ADOPTING REVISED AIRPORT FEE SCHEDULE FOR THE CITY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

Ms. Frazier introduced the agenda item and summarized its background.

Jack Thompson, AVCON, presented information on the City's Capital Improvement Plan (CIP), summarizing the proposed projects for the next five years and addressing the anticipated funding demands to generate revenue for those initiatives.

Mr. Mercer spoke about the Department of Transportation (DOT) and noted that, if conditions remain the same, the City's growth will be limited to maintenance projects only due to constraints on the revenue stream.

Mayor opened Public Comment

Earl Prather, 395 Lakeside Ave., expressed his concerns regarding the airport, specifically questioning what benefits it is expected to bring to the City versus what it actually contributes.

Michael Rentoumis, 18596 Demko Dr., Altoona, provided background information regarding the airport, and stated that the positions of City Manager and Airport Manager should be kept separate.

Kevin Torman, 105 Wingfield Drive, spoke about being aware of the challenges facing the airport. He addressed the study on hangar rates and flight schools based in other cities, emphasizing that he does not want to lose participants in the Young Eagles program. He expressed concern about significant rate increases to fund projects he feels are unnecessary, stating that growth should not occur simply for the sake of growth.

Doug Yeo, spoke about DeLand's airport, stating that he felt it was not a welcoming environment. He noted that he appreciates that tech courses are held in Umatilla every Friday for high school and homeschool students to build airplanes.

Mike Pecue, spoke about the importance of nurturing airport development. He suggested that flat T-hangar units are preferable to the previous T-hangar designs, noting they contribute to the best culture of any airport. He also spoke about the potential formation of an airport council.

Peter Stephany, spoke about his history and experience working at the airport.

Mayor closed public comment

Council discussion ensued regarding the airport's benefits and the potential for increasing revenue.

MOTION BY COUNCIL MEMBER DURBIN TO APPROVE RESOLUTION NO. 2025-30A, AMENDING FEE SCHEDULE; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION PASSED BY A UNANIMOUS VOICE VOTE.

NEW BUSINESS

7. Management Control Agreement (MCA) Between Lake County Sheriff's Office and The City of Umatilla For the Purpose of Information Technology Services and Support

Chief Seeley provided background on FDLE requirements for agencies accessing criminal justice information systems, noting that City IT personnel with administrative access to the Spillman CAD system must have a formal agreement in place. The Lake County Sheriff's Office advised that all cities dispatched by the Sheriff's Office, including Umatilla, must sign the agreement to ensure compliance, accountability, and protection of criminal justice information.

MOTION BY VICE MAYOR ADAMS TO APPROVE THE MANAGEMENT CONTROL AGREEMENT (MCA) BETWEEN LAKE COUNTY SHERIFF'S OFFICE AND THE CITY OF UMATILLA FOR THE PURPOSE OF INFORMATION TECHNOLOGY SERVICES AND SUPPORT; SECONDED BY COUNCIL MEMBER CROCKETT. MOTION PASSED BY A UNANIMOUS VOICE VOTE.

REPORTS

8. Staff Reports

Assistant City Manager Bolton mentioned the library's "Tall, Terrifying Tales, and True-ish Stories" event, an adult night featuring ghost story readings.

City Manager Mercer thanked Assistant City Manager Bolton for his forward-thinking approach toward tasks.

City Attorney Cotch spoke regarding a recent lawsuit that has been filed and is currently ongoing, noting that a closed (shade) meeting may be held if necessary and that she will keep Council informed.

Council Member Fetterolf had nothing to report.

Council Member Crockett had nothing to report.

Vice Mayor Adams mentioned the museum and invited the public to visit.

Council Member Durbin had nothing to report.

Mayor Creech had nothing to report.

Chief Seeley mentioned that the Police Department will be acquiring drones.

Ms. Fraizer had nothing to report.

Ms. Stultz reminded everyone that the library's Trunk or Treat event would take place on Saturday.

ADJOURNMENT

With no further business for discussion, the meeting adjourned at approximately 7:42 p.m.

Jessica Burnham, CMC, FCRM
City Clerk

Christopher R Creech, Mayor



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: October 22, 2025

MEETING DATE: November 4, 2025

SUBJECT: Distributed Wastewater Treatment Systems (DWTs) Septic to Sewer Presentation

BACKGROUND SUMMARY:

When Senate Bill 796 was passed this year, it created specific rules regarding replacing older traditional septic systems with a new advanced Distributed Wastewater Treatment Systems (DWTs).

This legislation is addressing pollution from failing septic tanks, which are a major source of nutrient runoff in Florida's waterways. By providing a faster, more cost-effective option for replacing these outdated systems, the state hopes to protect public health and improve water quality.

RECOMMENDATIONS:

Council to receive the presentation

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Attachment #1 Distributed wastewater treatment systems presentation v3
-

ATTACHMENT #1

SB 796 passed this year and it created specific rules regarding replacing septic systems with Distributed Wastewater Treatment Systems (DWTSS).

This legislation is addressing the pollution from failing septic tanks, which are a major source of nutrient runoff in Florida's waterways. By providing a faster, more cost-effective option for replacing these outdated systems, the state hopes to protect public health and improve water quality.

The DWTSS are designed for enhanced nutrient removal, including a minimum of 80% nitrogen removal. They are operated and controlled remotely through a SCADA system.

As the system itself is a fully functioning mini waste water treatment facility, it cannot be privately owned and upon installation, will be the property of the municipality/county.

Because this system operates as a waste water treatment plant, it requires state certified operator for monitoring, sampling and reporting purposes.

Distributed wastewater treatment systems (DWTSS) use a network of small, localized treatment units instead of a single large, centralized plant. These systems treat wastewater closer to its source, offering benefits like reduced infrastructure costs, lower energy use, and greater resilience. They are valuable for areas where connecting to a central sewer system is impractical or too expensive, and they support local water reuse and groundwater protection.

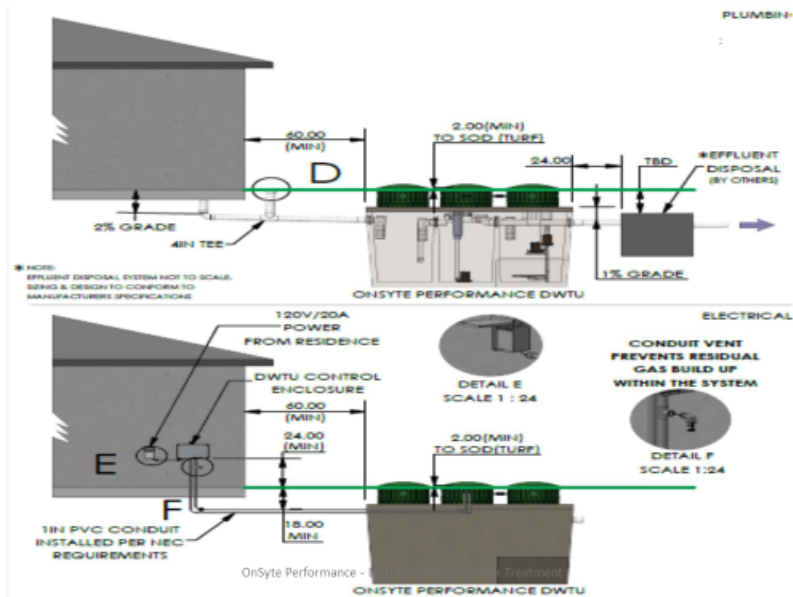
The following are key characteristics and how they work:

- **Decentralized Approach:** Instead of a single, large plant, DWTSS deploy multiple, smaller treatment units.
- **Centralized Control:** Although treatment is decentralized, the systems are managed from a central control center that monitors performance and sends mobile teams for maintenance.
- **State-of-the-Art Technology:** Modern units use advanced processes, such as activated sludge and biological nitrogen removal, to achieve high levels of treatment, often exceeding the capabilities of traditional septic systems.

Benefits of Distributed Systems

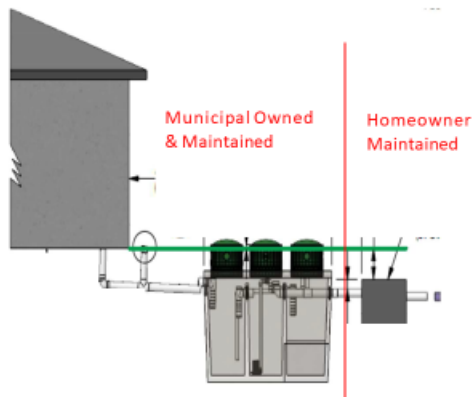
- **Cost-Effective:** They significantly reduce capital investment and operating costs by eliminating the need for extensive, costly pipe networks.
- **Scalable and Gradual Implementation:** Systems can be scaled up or down to meet community needs and financial constraints, allowing for more flexible infrastructure development.
- **Environmental Protection:** DWTSS minimize environmental impact by treating wastewater locally and reducing risks associated with large-scale collection systems.

- Currently, Lake county and the City of Apopka have programs in place. Each program is operated similarly yet different.
- Lake County provides 100% service for the conversion. Demo or removal of old septic tank, installation of the DWTS, replacement of the drain field (if needed) and sod. The grant total is around \$20,000, \$15,000 if drain field is not needed.
- Apopka does not replace the drain field, if it needs replacing it is at the homeowner's expense, there are financing options.
- In the case of new construction, the builder purchases and has the unit installed.
- The maintenance charge (paid by the homeowner via municipal services benefit unit, MSBU) is \$55, Lake County increases the fee 3% each fiscal year.
- Maintenance includes pump outs (if needed), all repairs and part replacement and state required monitoring which includes sampling and reporting. **The drain field remains the homeowner's responsibility.**
- Only one permit is required for all systems that may be installed in Umatilla.
- Umatilla maintains ownership of the system since it will be operated as waste water treatment system, it cannot be privately owned.
- The system is centrally monitored by a Florida certified waste water operator.
- Monitoring is cloud based.
- Samples are processed by a Florida certified lab.



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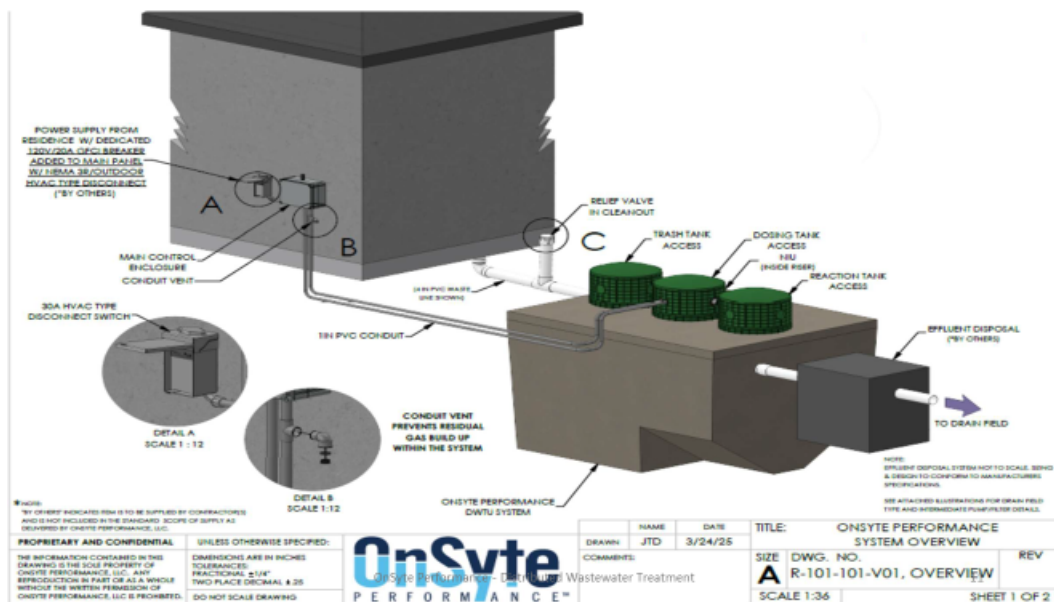
Municipal Responsibility for Maintenance Long Term



OnSyte Performance - Distributed Wastewater Treatment

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- **Municipal Design & Installation**
- **24/7 Monitoring & Maintenance**
- **On Going Operations** – Responsible for
 - Monitoring
 - Monthly report to DEP
 - Lab sampling
 - Adjusting treatment process.
 - Daily flow readings and 24/7 monitoring of flow.





CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: October 22, 2025

MEETING DATE: November 4, 2025

SUBJECT: RFQ-25-PW-001 Engineering Services CCNA Ranking

BACKGROUND SUMMARY:

City staff issued a Request for Qualifications (RFQ) for civil engineering services. The City received one submission, from Conklin, Porter and Holmes, "CPH", on October 24, 2025. Upon approval of the RFQ award, staff will present a formal contract for Council consideration.

The purpose of this RFQ was to continue work with the former engineering firm Mittauer and Associates, which was purchased by CPH. The city has two funded projects that need CPH under contract. The 750,000 CDBG water line replacement grant and the \$1,200,000 Appropriations Water Line replacement project.

RECOMMENDATIONS:

Staff recommends awarding CPH with the RFQ-25-PW-001 contract for continuing Engineering Services

FISCAL IMPACTS:

N/A

ATTACHMENTS:

1. Attachment #1 Letter of Recommendation for RFQ-25-001 Engineering Services
-

ATTACHMENT #1



CITY OF UMATILLA
"NATURE'S HOMETOWN"

October 30, 2025

On October 24, 2025, at 2:00 PM, the City of Umatilla conducted the public opening for RFQ-25-PW-001: Engineering Services. One (1) response was received, submitted by CPH Consulting, LLC.

Following review, the Selection Review Committee recommends awarding the contract to CPH Consulting, LLC.



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: October 30, 2025

MEETING DATE: November 4, 2025

SUBJECT: Discussion on Stormwater Utility Services and Solid Waste Non-Ad Valorem Assessments

BACKGROUND SUMMARY:

Staff is requesting the City Council to consider the use of the tax bill collection method for non-ad valorem special assessments for solid waste and stormwater utility services. Using this method, these assessments would be collected through a tax bill generated by the Lake County Tax Collector rather than on monthly water bills.

If the Council agrees to move forward, Section 197.3632, Florida Statutes, requires that the City hold a public hearing and adopt a resolution of intent to use the uniform method of collection for any assessment program in the calendar year prior to any such collection. The resolution, which does not obligate the City to use the method, must be adopted by January 1 and sent to the Lake County Tax Collector, the Lake County Property Appraiser and the Florida Department of Revenue by January 10th.

Section 197.3632 also requires that notice of the public hearing to adopt the resolution of intent be published in a newspaper of general circulation once a week for the four consecutive weeks immediately before the date of the hearing. The notices require four separate advertisements published in the North Lake Outpost in November and December 2025.

RECOMMENDATIONS:

Discuss the Non-Ad Valorem Assessments

FISCAL IMPACTS:

N/A

ATTACHMENTS:

None



CITY OF UMATILLA

AGENDA ITEM STAFF REPORT

DATE: October 31, 2025

MEETING DATE: November 4, 2025

SUBJECT: Solid Waste Contract Discussion

BACKGROUND SUMMARY:

The City received a letter from Mr. James Suter, Municipal Accounts Manager with GFL Environmental, notifying us that they will not pursue the 3-year extension of their current contract ending January 31, 2026.

The City staff reached out to the City of Eustis as they had just completed an RFP for Solid Waste Services. Their low bidder was Waste Management. The City of Umatilla's current purchasing policy allows piggybacking contract pricing.

Staff met with Jose Boscan and Doug McCoy of Waste Management to discuss the Eustis contract. They've agreed to evaluate our residential and commercial dumpster collection to see if the Eustis contract could be honored.

FYI... recently, the City of Mascott also ran an RFP for solid waste collection with twice a week service.

1. Waste Pro - \$37.90 per home rate
2. Hook Company (Small Local Vendor) - \$60.21 per home rate
3. Coastal Waste - \$66.76 per home rate
4. GFL – No Bid
5. WM – No Bid

RECOMMENDATIONS:

Discussion

FISCAL IMPACTS:

N/A

ATTACHMENTS:

None

UMATILLA POLICE DEPARTMENT PRESS RELEASE

October 14, 2025 through October 20, 2025

ARREST

n/a

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

n/a

REPORTS FILED

10/14/2025	9:27 a.m.	Officers responded to the area of State Road 19 and Ravenswood Road to assist the Lake County Sheriffs Office with a suspicious person in the area. Person was reported to have been walking out into traffic. Officers searched the area in an effort to locate the individual. Person was gone on arrival.
10/14/2025	12:49 p.m.	Officers responded to a residence in the area of Blanche Avenue reference to a fraud. A report was taken.
10/15/2025	8:24 a.m.	Officers responded to the area of Old Mill Stream reference a burglary and stolen motorcycle. The motorcycle was quickly recovered from the area of East Lake Apartments. This case is ongoing.
10/15/2025	10:26 a.m.	Officers responded to the First Baptist Church located at 550 Hatfield Drive reference a person needing trespassed.
10/18/2025	12:43 a.m.	Officers responded to a noise complaint at a residence on Wisteria Avenue. Contact was made and the music was turned down.
10/18/2025	9:11 a.m.	Officers assisted the Lake County Sheriffs Office at Harmony Hills located at 18307 Boys Ranch Road reference a distressed person. Person was turned over the Lake County deputies upon their arrival.
10/18/2025	5:19 p.m.	Officers responded to the area of Still Waters Drive and Lake Enola Drive reference juveniles trespassing. Juveniles were made aware that they were trespassing and left without incident.
10/18/2025	5:40 p.m.	Officers responded to a residence in the area of Devault Street reference a battery. Victim did not wish to complete a statement nor pursue prosecution.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

October 14, 2025 through October 20, 2025

ARREST

10/19/2025	3:03 p.m.	Officers responded to Recovery Village reference a combative patient. Patient was turned over to EMS.
10/20/2025	12:34 p.m.	Officers searched the area around Umatilla High School reference a juvenile truant. Juvenile was located and turned over to Lake County Sheriffs Office.
ARRESTS		0
DISPATCHED CALLS		116
TRAFFIC STOPS		22
TRAFFIC CITATIONS ISSUED		0

UMATILLA POLICE DEPARTMENT PRESS RELEASE

October 21, 2025 through October 27, 2025

ARREST

n/a

CRIMINAL CITATIONS REQUIRING COURT APPEARANCE

10/21/2025	4:56 a.m.	Lincoln Nicastro, Mildred Leesburg	Driving while license suspended or revoked 2 nd subsequent conviction.
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REPORTS FILED

10/21/2025	12:21 a.m.	Officers responded to the area of Maple Tree Drive reference a person needing medical assistance. Person was turned over to EMS.
10/21/2025	2:00 p.m.	Officers responded to the area of Old Mill Stream reference a theft. Report was taken.
10/21/2025	4:01 p.m.	Officers responded to the area of South Central Avenue to a person needing medical attention. Person was turned over to EMS.
10/22/2025	12:20 p.m.	Officers assisted Umatilla Fire Rescue with a patient in the area of Carroll Street. Person was turned over to EMS.
10/23/2025	10:22 a.m.	Officers responded to the area of Ace Hardware reference a person causing a disturbance and going from business to business. Officers were able to speak with the person and he left.
10/23/2025	6:47 p.m.	Officers were called to the area of Cassady Street and North Orange Lane reference a verbal dispute in progress. Upon arrival there was no dispute.
10/25/2025	4:47 a.m.	Officers responded to a business alarm at Taco Bell all was secure.
10/25/2025	8:48 p.m.	Officers responded to a residence in the area of West Ocala Street reference a person needing medical attention. Person did not meet Baker Act criteria.
10/26/2025	2:34 a.m.	Officers responded to the Circle K located at 42404 State Road 19 reference a suspicious incident. Parties were gone on arrival.

UMATILLA POLICE DEPARTMENT PRESS RELEASE

October 21, 2025 through October 27, 2025

ARREST

10/26/2025	8:17 a.m.	Officers responded to the Circle K located at 42404 State Road 19 reference a suspicious incident. Complainant did not wish to write a statement and parties were gone on arrival.
10/27/2025	12:22 a.m.	Officers responded to suspicious incident at the Circle K located at 391 North Central Avenue. Officers viewed video footage of 2 juveniles reference theft. It was unfounded.

ARRESTS	1
DISPATCHED CALLS	114
TRAFFIC STOPS	25
TRAFFIC CITATIONS ISSUED	8