

**TOWN OF ASTATULA
MAYOR AND TOWN
COUNCIL MINUTES**



**REGULAR SESSION
MONDAY FEBRUARY 10, 2020
TOWN HALL**

Having been duly advertised as required by law, Mayor Mitchell Mack called the Regular Session meeting to order at 7.00pm. He gave the invocation and led the Pledge of Allegiance.

Members Present:

Mitchell Mack, Mayor
Kimberly Kobera, Vice-Mayor
Stephen Cross
Gayle Sikkema
Orita Issartel

Staff Present:

Graham Wells, Town Clerk
Wally Hoagland, Police Chief
Jane Whaley, Deputy Clerk

Roll Call was performed, and it was determined that a quorum was present. Mayor Mack welcomed guests Mark Ogles from Safebuilt and Randy Robinson from Renegade.

CITIZENS QUESTIONS AND COMMENT

Mr. Randy Robinson 24621 Ranch Road, Astatula – said that he purchased the property in 2011 and cleaned it up. He had an idea last year to use the property for hosting classic car shows. On applying for his business license, he found that he also required a special event permit to host the event that he had already planned to take place in less than two weeks.

The cost of the permit is \$200.00, and he was asking for a waiver of the fee based on that it was taking place on his land, that it was a static event and that he paid a high level of taxes on the property. He felt that there was no impact on the town and that there would be no alcohol served at the event and suggested maybe paying an annual fee for his recurring events. The Mayor suggested that he would get with the planner and see what could be done to accommodate him.

Subsequently in discussion with the clerk, a proposal would be put to the Council in March to reduce the fee for a class C event from \$200.00 to \$100.00 as part of the amended fee schedule. This would mean that the town would not have to look at future events for the waiving of fees and that each applicant would be treated the same.

Julene Pritchett 13700 Kansas Ave – asked if it would be permitted for a prayer meeting to take place out on the front porch of Town Hall. Likely they would take place on Saturdays. Councilor Cross said that he had no objection as it is a public building as long as it did not cause a nuisance. Mayor Mack asked that if a meeting took place during town hall hours that the entrance would not be impeded.

AGENDA REVIEW

The Mayor requested that item 4 of new business be brought forward to item 1 and then renumbered.

MEETING MINUTES

Approval of Minutes for November 12, 2019 Regular Council Meeting
Approval of Minutes for December 10, 2019 Regular Council Meeting

MOTION by Councilman Cross to approve the minutes show above; SECONDED by Councilwoman Issartel

For: Cross, Kobera, Mack, Sikkema, Issartel

MOTION CARRIED 5-0

NEW BUSINESS

REVIEW OF APPROVAL OF PROPOSAL FROM M.T. CAUSLEY, LLC TO REPLACE NOVA ENGINEERING FOR THE TOWNS BUILDING INSPECTION SERVICES.

The Mayor explained that the City of Umatilla had terminated their agreement with NOVA Engineering for their building inspection services and subsequently NOVA terminated their contract with the Town. The Clerk had issued an RFP inviting firms to bid to take over from NOVA and M.T. Causley, LLC dba as Safebuilt was the only respondent.

Mark Ogles, a representative with Safebuilt was present and the Mayor gave him the opportunity to address Council. Clerk Wells gave an overview of the response from Safebuilt including the difference between the way they and NOVA billed the town. NOVA was on an 80/20 split of permit fees, whereas Safebuilt charged by the hour with a 2-hour minimum. He said that the permit fee schedule would have to be reviewed to ensure that the town covered the new cost.

A contract had been received from Safebuilt; however, it had only just arrived and had not been reviewed by the attorney and sent to Council. A meeting was scheduled with their management, coordinator and inspector on February 12th to have our questions answered, and the clerk opined that we could not put this off until the March meeting as there was already a backlog of permits applications.

The Clerk also stated that he had reviewed the proposal and felt that it was a good fit for the town; the only issue was the way that they billed for their services. A further benefit was that their inspector was also a certified fire inspector. The change of billing could benefit the town once the fee schedule has been looked at. Also that the current fire inspector comes from Tampa and charges the town for his travel time. Jane had worked tirelessly to get inspections on all, but a couple of the outstanding permits before the end of the contract. Clerk was working with NOVA to have a refund for all inspections that had not taken place on open permits that would have to be done by the new firm.

In summary, the Clerk suggested that as we only have one response we needed to move forward with negotiations on the contract, have the attorney review it and bring it back retroactively to the Council for approval. Mr. Ogles addressed the Council's concerns. Councilman Cross asked about the billing for travel time; the Clerk responded that their billing started when the inspector was on site.

Councilman Cross stated that he wanted to review the contract but was happy to move forward once the attorney had looked at it. He added to ensure that there was an adequate termination clause, should things not work out.

The Mayor suggested a motion to approve him to negotiate and execute the contract with M. T. Causley, subject to the review from the attorney.

MOTION by Councilman Cross, so moved; SECONDED by Councilwoman Kobera

A Roll Call vote was taken

Mack YES

Kobera YES

Sikkema YES

Cross YES

Issartel YES

MOTION CARRIED 5-0

APPROVAL TO APPOINT SEAN DONNELLY TO THE PLANNING AND ZONING BOARD.

Mayor Mack introduced Sean Donnelly who was present and asked Council for a motion to confirm his recommendation.

MOTION by Councilman Cross to approve the appointment of Sean Donnelly to the Planning and Zoning Board; SECONDED by Councilwoman Sikkema

A Roll Call vote was taken

Mack YES

Kobera YES

Sikkema YES

Cross YES

Issartel YES

MOTION CARRIED 5-0

The Mayor said that Council should annually approve all Board and Committee members, however as it was not an agenda item it would be tabled to the March meeting.

DISCUSSION AND APPROVAL OF LIAISON POSITIONS FOR 2020.

The Mayor asked if Council were happy with their current liaison positions. Councilwoman Sikkema requested that she move from Economic Development to Legal, Grants, Land Development, Regulation, Ordinances and Councilwoman Issartel take over Economic Development.

The positions for 2020 are as follows: Finances – Councilman Cross; Public Works/ Streets – Mayor Mack; Public Safety/Code Enforcement – Vice-Mayor Kobera; Legal, Grants, Land Development, Regulation, Ordinances – Councilwoman Sikkema; Economic Development – Councilwoman Issartel.

MOTION by Councilman Sikkema to approve the liaison positions for 2020; SECONDED by Councilwoman Issartel

For: Mack, Kobera, Sikkema, Cross, Issartel

Against: NONE

MOTION CARRIED 5-0

RESOLUTION 2020-01 APPROVING BUDGET AMENDMENT FOR PHYSICAL ENVIRONMENT (539) AND POLICE DEPARTMENT RETIREMENT CONTRIBUTIONS (521).

Clerk Wells explained that Council had approved the staking at the cemetery at a cost of \$3,363.00, however there was nothing in the budget for that. Also, the town had to replace a monument that had been broken at a cost of \$1,090.00. The budget amendment to cover both was \$4,500.00.

The second part was for the police retirement fund. FRS in August 2019 had put the rate up from 24.5% to 25.48% which had an impact on the budget of \$3,500.00. Both amounts would be covered from funds from a prior year. Being no further discussion, the Mayor entertained a motion.

MOTION by Councilman Cross to approve Resolution 2020-01; SECONDED by Councilwoman Issartel

A Roll Call vote was taken

Mack YES

Kobera YES

Sikkema YES

Cross YES

Issartel YES

MOTION CARRIED 5-0

BUDGET AND FINANCE REPORT REVIEW

Finance Officer Wells asked if there were any questions regarding the December report sent to Council. There being none, he moved on to the report for January provided at the meeting. He had added an additional color to the report; the yellow being predictable amounts yet to be received or paid at the time of the report and the green being revenues for Ad Valorem taxes and Solid Waste amounts which were expected but the values unknown and marked as zero.

He went over the individual revenues and stated that all the sales taxes were deficient at this time. Overall the town was \$15,000 below the expected revenues, however the Ad Valorem and Solid waste revenues were not available at that time but were expected to cover the deficit. The carry forward figure put into the budget is also not reflected in the revenues.

In the expenditures, the budget was approved by department and the summary shows where each department stands against their budgets overall. The Police Department was over budget but much of that was due to the retirement and would be changed once the budget amendment goes through. He then went over the major changes to the bank balance which are shown below.

January Bank Balances:

General Fund:	376,957.31
Impact Fees:	86,825.02
Transportation Fund:	119,671.69
Infrastructure Fund:	369,265.48
CDBG Fund:	25.00
Cash Drawer:	150.00

On reviewing page 7 (Road Fund) the Mayor said that there was a section of road on Daffodil that needed to be looked at. There was also considerable deterioration on Rosehollow. He asked the Clerk when sufficient funds would be available to fix those roads. The Clerk responded that we technically have the funds to do it now, however his concern was that there was limited revenue from the gas taxes and State Revenue Sharing.

His biggest concern was that the money in the infrastructure fund was going to be depleted with the progression of the community building and we will shortly be forced to using the money from the bank loan. The general fund is very limited as there are little to no reserves so our only fall back in the event of an emergency, is the money we have in the transportation fund. The Mayor requested a forecast of the funds that could be made available at this time. The Clerk would also contact DAB to get an estimate for the cost to resurface the two roads.

COUNCIL DEPARTMENT & COMMITTEE REPORT

Finance – Councilman Cross – Asked about what if anything the town can do or put influence on the cable companies to improve the internet service to the residents.

Public Works – Mayor Mack – Gave an update on the community building.

Public Safety/Code Enforcement – Councilwoman Kobera – NONE

Office – LDR’s, Ordinances, Legal – Councilman Sikkema – NONE

Economic Development – Councilwoman Issartel – NONE

STAFF REPORTS

Town Attorney – Tom Wilkes – ATTORNEY WAS ABSENT

Police Department – Chief Hoagland – Wanted to organize a town cleanup with dumpsters provided by WCA and trash pick-up. He also gave an overview report on law enforcement in the town including crime, burglaries, domestic issues. He stated that the new body cameras were helping with citations and giving the him feedback on officer safety.

Town Clerk – Graham Wells – NONE

REVIEW

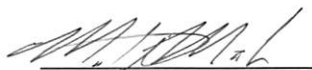
- a. Items for Workshops and possible dates – *Mayor wanted a workshop to discuss future planning, the fee schedule and staff reviews. This would be scheduled at the next council meeting.*
- b. Items put forward for the next Council meeting - NONE
- c. Review of items needing Special Meetings and possible dates - NONE

COUNCIL MEMBER MISCELLANEOUS COMMENTS – NONE

ADJOURNMENT

There being no further business Mayor Mack adjourned the meeting at 8:34 pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:



Graham Wells, Town Clerk

