

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



**SPECIAL SESSION
MONDAY AUGUST 24, 2020
TOWN HALL**

Having been duly advertised as required by law, Mayor Mitchell Mack called the Special Session meeting to order at 7.04pm. He gave the invocation and led the Pledge of Allegiance.

Members Present:

Mitchell Mack, Mayor
Stephen Cross
Gayle Sikkema

Absent:

Kimberly Kobera
Orita Issartel

Staff Present:

Graham Wells, Town Clerk
Wally Hoagland, Police Chief
Tim Green, Town Planner

Roll Call was performed, and it was determined that a quorum was present. The Mayor welcomed David Clutts, Jim Stout, Joe Eddy and Planner Tim Green.

CITIZENS QUESTIONS AND COMMENT

There were no citizens at the meeting.

AGENDA REVIEW

There we no changes to the agenda.

MEETING MINUTES

Approval of Minutes for July 13, 2020 Regular Council Meeting
Approval of Minutes for July 16, 2020 Budget Workshop

MOTION by Councilman Cross to approve the minutes shown above; SECONDED by Councilwoman Sikkema.

For: Cross, Mack, Sikkema

Absent: Kobera, Issartel

MOTION CARRIED 3-0

NEW BUSINESS

FIRST READING OF ORDINANCE 2020-11 ADOPTING NEW TOWN IMPACT FEES BASED ON THE STUDY PREPARED BY RAFTELIS FINANCIAL CONSULTANTS, INC. DATED AUGUST 17, 2020.

AN ORDINANCE OF THE TOWN OF ASTATULA, FLORIDA REGULATING IMPACT FEES; REPEALING THE TOWN'S PUBLIC FACILITIES IMPACT FEE IN CHAPTER 39 OF THE TOWNS CODE OF ORDINANCES; ADOPTING NEW POLICE, UTILITY, AND PUBLIC BUILDINGS IMPACT FEES AND ADOPTING ADMINISTRATIVE CHARGES TO BE EFFECTIVE NINETY DAYS FROM THE ADVERTISEMENT DATE OF THIS ORDINANCE; RESTATING THE TOWN'S CURRENT PARK IMPACT FEES; ADOPTING THE TOWN OF ASTATULA IMPACT FEE STUDY PREPARED BY RAFTELIS FINANCIAL CONSULTANTS, INC. DATED AUGUST 17, 2020; PROVIDING REGULATIONS PERTAINING TO POLICE, UTILITY, AND PUBLIC BUILDINGS IMPACT FEES AND ADMINISTRATIVE CHARGES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

A motion to read the ordinance by title only was made by Councilman Cross; Seconded by Councilwoman Sikkema and unanimously approved.

Mayor Mack read the ordinance title and requested a motion to approve Ordinance 2020-11.

MOTION by Councilman Cross to approve Ordinance 2020-11 and send it to second reading; SECONDED by Councilwoman Sikkema

A Roll Call vote was taken.

Cross	YES
Sikkema	YES
Mack	YES
Issartel	ABSENT
Kobera	ABSENT

MOTION CARRIED 3-0

CONSIDERATION AND APPROVAL OF SITE DEVELOPMENT PLANS AGREEMENT FOR COLINA DEL LAGO.

At the December 9, 2019 Regular Council meeting, Council unanimously approved the Preliminary Plat application for Colina Del Lago subdivision, containing 61 residential lots on approximately 88.6 acres located south of Massachusetts Avenue and west of Adams Street within the Town of Astatula.

Before Council was the consideration and approval of the Site Development and Construction Plans. The plans were reviewed by the Planning and Zoning Board on Thursday May 28, 2020 and a recommendation 3-1 was made to approve the plans contingent on any outstanding items being addressed. The board were also concerned about the increase in traffic as a result of the development and asked Council to consider this when making their decision. The plans have been updated and all outstanding issues have been addressed as outlined in the Planners report.

The Mayor handed over the meeting to Planner Tim Green who gave a detailed overview of the project; that the application conformed to the LDR's and that all outstanding issues have been resolved. Only the covenants and restrictions of the HOA remains outstanding which is being reviewed by the attorney.

Councilman Cross brought up the dedication of the roads and easements for utilities and these issues were responded to by the applicants engineer, David Clutts. The Mayor opened the floor for questions or comments from the applicant who confirmed that the roads and anything in the Right-of Way would on completion be dedicated to the town.

MOTION by Councilman Cross to approve the Final Site Development Plan for Colina Del Lago Subdivision; SECONDED by Councilwoman Sikkema

A Roll Call vote was taken.

Cross YES
Mack YES
Sikkema YES
Kobera ABSENT
Issartel ABSENT

MOTION CARRIED 3-0

CONSIDERATION AND APPROVAL OF THE AGREEMENT FOR SCHOOL RESOURCE OFFICER FOR 2020-2021.

For the past two years the Town has provided a School Resource Officer at Astatula Elementary School. This contract renews the agreement for the 2020-2021 school year with the same amount of \$48,000.00. Clerk Wells confirmed that the agreement had been reviewed by the town's attorney.

MOTION by Councilwoman Sikkema to approve for the Mayor to sign the agreement for the School Resource Officer for the School Year 2020-2021; SECONDED by Councilman

Cross

A Roll Call vote was taken.

Cross YES
Mack YES
Sikkema YES
Kobera ABSENT
Issartel ABSENT

MOTION CARRIED 3-0

CONSIDERATION AND APPROVAL OF RESOLUTION 2020-12 AMENDING SECTION 7.1 OF THE POLICY AND PROCEDURE MANUAL.

Part time employment before benefits are paid is currently less than 36 hours per week. It is the intention of the resolution to increase this to less than 40 hours per week before the Town is required to pay benefits. This item has been reviewed by the attorneys HR department and with Florida Blue, the town's healthcare carrier. The Mayor read aloud the response received from attorney Tom Wilkes.

There is no requirement to provide healthcare insurance to employees other than Obamacare, which does not apply to the Town as we understand the Town has fewer than 50 employees. The Town can work with its insurance carrier to determine which employees the Town wants to be eligible for health insurance.

If the Town wants to offer insurance to those who work as few as 25 hours or more on a regular basis, we understand that under Florida law the insurance carrier must cover those employees but can exclude temporary employees. Otherwise, we are not aware of any requirement to provide health insurance to the Town employees. All this provides the Town the option to decide who is eligible, but you must address it with the insurance carrier and be sure the insurance plan is consistent with how the Town defines an eligible employee.

A motion to read the resolution by title only was made by Councilman Cross; Seconded by Councilwoman Sikkema and unanimously approved.

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
ASTATULA, LAKE COUNTY, FLORIDA, AMENDING THE POLICY AND
PROCEDURE MANUAL.**

The Mayor read the title and the following; WHEREAS, the Town of Astatula, Florida, uses its Policy and Procedure Manual of 2012 to govern the employment conditions of Town employees; and WHEREAS, the Town Council has determined that the definition of “part-time employee” should be clarified and amended to ensure the integrity of and fairness to the Town’s workforce.

MOTION by Councilman Cross to approve Resolution 2020-12; SECONDED by Councilwoman Sikkema

A Roll Call vote was taken.

**Cross YES
Mack YES
Sikkema YES
Kobera ABSENT
Issartel ABSENT**

MOTION CARRIED 3-0

DISCUSSION AND RECOMMENDATION OF FEES TO BE CHARGED FOR RENTAL OF THE NEW COMMUNITY BUILDING PLUS REVIEW OF THE RENTAL AGREEMENT.

The mayor explained the spreadsheet provided by the Clerk, which showed the rental rates charged by other municipalities for community centers of similar size along with the likely requirement for tables and chairs. Councilman Cross had provided a template agreement for consideration. Mayor Mack said that alcohol could be consumed on the premises but that a law enforcement officer would have to be present for larger gatherings.

Although no firm decision was taken on the rates, it was suggested that the following rates may be appropriate.

Meeting Room A: \$40.00 for Residents and \$50.00 for non-residents and businesses
Meeting Room B or C: \$20.00 for Residents and \$30.00 for non-residents and businesses

Further fees for Set up and tear down, cleaning and deposits would also have to be decided. It was decided that a workshop would be necessary to discuss the matter further along with the rental agreement. A date of October 14 or 21, 2020 at 12:00 noon was set as an option for the ribbon cutting.

CONSIDERATION AND APPROVAL OF PROPOSAL FROM KLEINFELDER FOR GROUNDWATER MODELING IMPACT ASSESSMENT.

As part of the permitting the Town is going through for the new well, SJRWMD has requested a detailed analysis to evaluate potential impacts of proposed groundwater withdrawals. Kleinfelder from Mt. Dora works closely with the Florida Rural Water Association (FRWA) who have submitted the permit applications to both St. Johns and the DEP.

Due to this relationship, and their ability to respond timely to have the groundwater modeling done, staff are requesting that Council approve the proposal of \$8,800.00, to be funded from impact fees, without the requirement to secure three bids. Clerk Wells confirmed that the agreement had been through legal and Kleinfelder had agreed to all revisions.

MOTION by Councilman Cross to approve the Mayor to sign the agreement with Kleinfelder for groundwater modelling for \$8,800.00; SECONDED by Councilwoman Sikkema

A Roll Call vote was taken.

Cross	YES
Mack	YES
Sikkema	YES
Kobera	ABSENT
Issartel	ABSENT

MOTION CARRIED 3-0

BUDGET AND FINANCE REPORT REVIEW

Finance Officer stated that revenues at the end of July were \$53,215 over the budgeted amount and expenses were \$27,510 under budget. Only Fire Control (522) and Parks (519) were over budget and the reasons were discussed. July was also a three pay-period month. There would be an estimated \$60,782 added to the general fund reserves. He went on to give an overview of the Transportation and Infrastructure Funds. The bank balances at the end of June were as follows:

July Bank Balances:

General Fund:	251,145.98
Impact Fees:	67,480.58
Transportation Fund:	142,989.32
Infrastructure Fund:	183,657.10
CDBG Fund:	25.00
Cash Drawer:	150.00

COUNCIL DEPARTMENT & COMMITTEE REPORT

Finance – Councilman Cross – NONE

Public Works – Mayor Mack – NONE

Public Safety/Code Enforcement – Councilwoman Kobera – ABSENT

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

Economic Development – Councilwoman Issartel – ABSENT

STAFF REPORTS

Town Attorney – Heather Ramos – ABSENT

Police Department – Chief Hoagland – Gave a report on the school reopening and the kids using the basketball courts.

Town Clerk – Graham Wells – NONE

REVIEW

- a. Items for Workshops and possible dates – NONE
- b. Items put forward for the next Council meeting – **Workshop to discuss the community building was scheduled on September 10 at 7:00 pm after the Preliminary Budget Hearing.**
- c. Review of items needing Special Meetings and possible dates – **Light up Astatula was discussed and it was suggested that we contact the Farley family and coordinate with them.**

COUNCIL MEMBER MISCELLANEOUS COMMENTS – NONE

ADJOURNMENT

There being no further business Mayor Mack adjourned the meeting at 8:43 pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:



Graham Wells, Town Clerk

