

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



**REGULAR SESSION  
MONDAY SEPTEMBER 13, 2021  
TOWN HALL**

Having been duly advertised as required by law, Mayor Mack called the Regular Session meeting to order at 7.05pm. He gave the invocation and led the Pledge of Allegiance.

**Members Present:**

Mitchell Mack, Mayor  
Kimberly Kobera, Vice-Mayor  
Gayle Sikkema

**Absent:**

Steve Cross  
Orita Issartel

**Staff Present:**

Graham Wells, Town Clerk  
Wally Hoagland, Police Chief

Roll Call was performed, and it was determined that a quorum was present. The Mayor welcomed Attorney Heather Ramos, Planner Tim Green and Theresa LaBree from the Planning and Zoning Board.

**CITIZENS QUESTIONS AND COMMENT**

Raymond Rudolph 13732 Massachusetts Ave asked for a pothole on the corners of Jackson and Harrison where the children are picked up to be fixed.

**AGENDA REVIEW**

The were no changes to the agenda.

**MEETING MINUTES**

Approval of Minutes for August 9, 2021 Regular Council Meeting.  
Approval of Summary Minutes for August 30, 2021 Budget Workshop.

**MOTION by Councilwoman Sikkema to approve the minutes as shown above; SECONDED by Councilwoman Kobera**

**For: Kobera, Sikkema, Mack**

**MOTION CARRIED 3-0**

**NEW BUSINESS**

**LEGACY HOMES FL, LLC LOT SPLIT - SITE LYING WEST OF JACKSON STREET AND SOUTH OF KANSAS AVENUE - AK# 3911539.**

The proposed Lot Split for the 1± Acre site lying West of Jackson Street and South of Kansas Avenue in the Town of Astatula. The existing parcel is zoned R-2. The proposed Lot Split will divide the parcel into two parcels and each of the resulting lots will meet the minimum dimensions required for the R-2 zoning district. The submitted survey is dated 04/22/2021 and was prepared by Secom, LLC, Signed by Florida Surveyor and Mapper #3691.

The Mayor deferred to Planner Green to give an overview of the requirements of the lot split. The Mayor touched on previous discussions that when a parcel of property has been previously split it could not be split again as a way of circumventing the Town's subdivision regulations. He added that the way the code now reads, the town cannot deny the application.

Attorney Ramos stated that Section 6.3 of the Land Development Regulations provides that this property can be split as there is "no new substantial public improvements for water, sanitary sewer, or transportation" required. A single property may be split into two lots provided that each of the resulting lots meets all the minimum dimensions for the zoning district in which the property is located."

Following some discussion, he requested a motion.

**MOTION by Councilwoman Kobera to approve the Legacy Homes FL, LLC Lot Split;  
SECONDED by Councilwoman Sikkema.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**RESOLUTION 2021-17 – BUDGET AMENDMENT.**

Clerk Wells itemized the amendments to the budget.

512.460: Repairs and Maintenance - The amount to repair the sign and add a wireless component of \$3,177.79 was approved at the July 12 Regular Council Meeting. There was also an upgrade to the electrical panel, a repair to the rotten floor and the installation of a new counter at the reception window.

512.640: Capital Outlay – Purchase of replacement computer for Jane, computer to operate the sign, replacement printer and monitors.

Infrastructure Fund:

512.640: An amount not to exceed \$8,500.00 was approved at the August 9 council meeting to replace the Air Conditioning Unit in Town Hall.

A motion to read by title was made by Councilwoman Sikkema and seconded by Councilwoman Kobera. The Mayor read the Resolution Title and opened public comment. There being none he closed public comment and there being no further discussion from the board requested a motion.

**MOTION by Councilwoman Sikkema to approve Resolution 2021; SECONDED by Councilwoman Kobera.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**ADDITIONAL ITEMS TO BE ADDED TO THE FY 2021-22 BUDGET – GENERATOR SET FOR TOWN HALL AND FENCE AROUND THE WATER PLANT IN SWAFFAR PARK.**

Generator Set for Town Hall – An amount of \$60,000.00 is requested to be added to the budget. The initial quotes came in higher than expected so alternate quotes are being sourced. The funding will come partly from impact fees and some financing may be looked at if it is deemed necessary at the time of purchase.

Fence around water plant – A high fence with razor wire is required by statute to prevent access to the water plant at Swaffar Park. The cost of approximately \$16,000 will be funded from Parks impact fees.

The inclusion of these two items will reduce the carry forward to future year amount of \$35,914 to ZERO and add a carry forward from prior year amount of \$40,086.

**MOTION by Councilwoman Kobera to include the cost of a generator for town hall and fencing around the water plant into the 2021-22 budget; SECONDED by Councilwoman Sikkema.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**PROPOSAL FROM SECO ENERGY FOR THE INSTALLATION OF A STREETLIGHT FOR FAIR ST.**

There have been several discussions about how dark and unsafe it is at the corner of Fair St. and CR48 where the children are picked up by the school bus in the morning. A quotation has been received from SECO for \$1,577.71 being the cost of installing the light. The running cost of the light is anticipated to be between \$40.00 and \$80.00 per month.

The Mayor outlined what SECO was proposing and following discussion requested a motion to approve the installation of the light.

**MOTION by Mayor Mack approving for SECO to install the light at a cost of \$1,577;  
SECONDED by Councilwoman Kobera.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**WATERLINE IMPROVEMENTS – WASHINGTON ST. & FLORIDA AVE. INTERCONNECT.**

Where the connection is made on Florida/Washington to provide fire control and potable water to Colina Del Lago, it is necessary for the town to install additional valves for future expansion of the towns water lines. A quotation from Core & Main who are installing the lines for the developer quoted \$3,495.69 to complete the work. The Mayor gave a detailed explanation of the necessity of the project and requested a motion to approve. The cost of the project will be funded from utility impact fees.

**MOTION by Councilwoman Sikkema to approve the quotation from Core & Main;  
SECONDED by Councilwoman Kobera.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**UPDATE TO THE PURCHASING POLICY - INCREASING DEPARTMENT HEAD SPENDING  
LIMIT.**

At the July 9, 2018 Regular Council Meeting, Section 1.7.4 was added to the policy and procedure manual. The spending limit of a department head (Chief & Clerk) was set at \$500.00. With the increase of goods and services, it is requested by the Police Chief that this limit be raised to \$1,500.00. Councilwoman Sikkema suggested that \$1,000.00 be a sufficient figure to increase to, however Councilwoman Kobera sided with the Chief and a motion to approve the increase was requested.

**MOTION by Councilwoman Kobera to approve the increase to the purchasing policy;  
SECONDED by Councilwoman Sikkema.**

**A Roll Call vote was taken.**

**Sikkema YES**

**Kobera YES**

**Mack YES**

**MOTION CARRIED 3-0**

**BUDGET AND FINANCE REPORT REVIEW**

There were no questions on the final report for July. The August report included the budget amendment approved earlier in the meeting.

Clerk Wells reported that general fund revenues for August were \$121,059 over budget. Only Impact Fees and Community Building Rental were below budget. General Fund Expenditures were \$20,383 under budget with the addition of \$47,300 in carry forward funds totaling \$67,683.

Transportation Fund revenues were up \$18,383 and expenditures were 24,900 under budget adding \$61,595 to the surplus. Infrastructure Fund revenues were up 49,495 and expenditures were \$31,350 under budget adding \$70,261 to the \$31,350 budgeted carry forward figure. Enterprise Fund revenues exceeded expenditures by \$43,310. He reported that the Infrastructure loan was down to \$140,000.00 and that a check had been received \$522k being 50% of the American Recovery Act funding allocated to the town. This could be spent on capital projects for water, sewer and broadband service.

**August Bank Balances:**

General Fund:	424,883.68
Impact Fees:	43,682.75
Transportation Fund:	66,743.63
Infrastructure Fund:	8,979.42
Enterprise Fund:	(17,512.45) plus \$101,842.82 to complete the new well).
Cash Drawer:	150.00

Clerk Wells updated Council on some minor changes he had made in the budget. A reduction to \$250.00 for the TRIM file to Beth Harvey and \$600.00 for electric service for the Fair Street Light. Other than these changes it was agreed that this would be the budget for the Preliminary Hearing on the 16<sup>th</sup>. The final hearing is scheduled for September 29<sup>th</sup> at 7:00pm.

**COUNCIL DEPARTMENT & COMMITTEE REPORT**

***Finance – Councilman Cross – ABSENT***

***Public Works – Mayor Mack – NONE***

***Public Safety/Code Enforcement – Councilwoman Kobera – NONE***

***Office – LDR’s, Ordinances, Legal – Councilwoman Sikkema – NONE***

***Economic Development – Councilwoman Issartel – ABSENT***

**STAFF REPORTS**

***Town Attorney – Heather Ramos – NONE***

***Police Department – Chief Hoagland*** – read a letter from the Astatula Elementary School complimenting Ofc. Amy Denton for her service as School Resource Officer and for Cpl. Calhoun for his help directing traffic on the first day of school.

***Town Clerk – Graham Wells – NONE***

**REVIEW**

- a. Items for Workshops and possible dates – NONE
- 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 the Mayor adjourned the meeting at 7:47pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:



Graham Wells, Town Clerk