

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



**REGULAR SESSION
MONDAY APRIL 11, 2022
TOWN HALL**

Having been duly advertised as required by law, Mayor Mack called the Regular Session meeting to order at 6.32pm. He gave the invocation and led the Pledge of Allegiance.

Members Present:

Mitchell Mack, Mayor
Stephen Cross, Vice-Mayor
Gayle Sikkema
Zane Teeters

Absent:

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. There were approximately fifteen citizens present from within and outside the city limits.

CITIZENS QUESTIONS AND COMMENT

Abigail Rudolph is concerned that Jackson, Harrison, Van Buren and Kansas were being used as a short cut from CR561 to CR48 with increasing numbers of speeding vehicle. This would only get worse with the addition of new homes.

Ray Rudolph reiterated his wife's comments and added that the addition of stop signs on Jackson or speed bumps may help slow the traffic. He also wanted to know the average size of the lots in La Casa Manor as he felt it was an appropriate size for lots in the new subdivisions.

Jennifer Anthony asked about the future growth plan for the town.

Rene York asked about the impact on the schools with the new development coming into the town. Mayor Mack responded that the town deferred to the school board for concurrency.

Paul Netwall was concerned about how fast the town is going, the number of lots and sizes. He added that the traffic on CR561 and CR48 was creating a problem during the rush hour.

The Mayor closed public comment.

AGENDA REVIEW

The Mayor wanted to add an item for discussion regarding Colina Del Lago. Mr. Cross wanted to remove item 1 from the agenda. The Mayor stated that he wanted the item to go ahead.

**MOTION by Vice-Mayor Cross to add item 7 to the agenda for Colina Del Lago; SECONDED by Councilwoman Sikkema
For: Cross, Sikkema, Teeters, Mack
MOTION CARRIED 4-0**

MEETING MINUTES

Approval of Minutes for March 14, 2022 Workshop.

The Clerk had omitted to send the minutes with the council packet. Approval was tabled to the next meeting.

**MOTION by Mayor Mack to table the approval of minutes to the next meeting.; SECONDED by Vice-Mayor Cross
For: Cross, Sikkema, Teeters, Mack
MOTION CARRIED 4-0**

PRESENTATION OF THE FY 2020-2021 AUDIT BY ZACH CHALIFOUR, CPA, FROM JAMES MOORE.

The Mayor welcomed Zach Chalifour who gave a stellar report on the excellent financial position and administrative controls that had been achieved over the past few years. The main points from the audit report are shown below.

Auditors Report

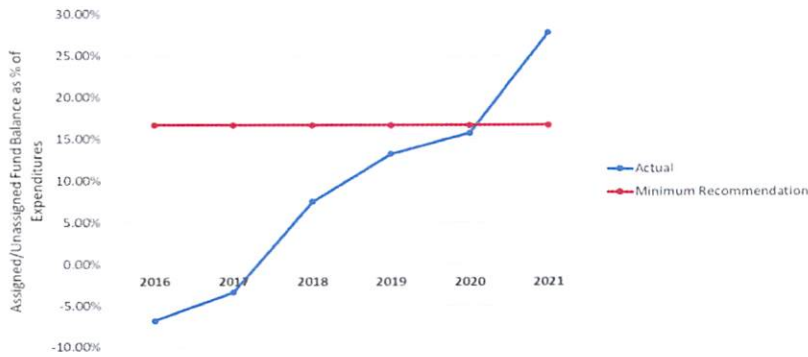
Independent Auditors' Report (pages 1-2)
Unmodified Opinion, except Qualification for OPEB
Report on Internal Control and Compliance (pages 34-35)
No internal control or compliance findings reported
Management Letter Required by Ch. 10.550 (pages 36-37)
No modifications
Independent Accountants' Examination Report (page 38)
In compliance with specified investment statutes

General Fund

Fund Balance	9/30/2021	9/30/2020	9/30/2019
Non-spendable	\$ -0-	\$ -0-	\$ -0-
Restricted	124,785	161,761	183,677
Committed	-0-	7,500	7,500
Assigned	39,772	-0-	14,000
Unassigned	<u>355,131</u>	<u>196,581</u>	<u>133,769</u>
Total	<u>\$ 519,688</u>	<u>\$ 366,959</u>	<u>\$ 338,973</u>

Total Assigned/Unassigned Fund Bal: \$ 394,903
 CY Expenditures and Transfers Out: \$1,423,457
 Percentage Assigned/Unassigned Fund: Balance as a percentage of
 Expenditures and Transfers out: **27.7% (15.7% in PY)**
 GFOA Minimum Rec. = 2 Months At least 16.7%

General Fund Reserve History



Infrastructure Fund

<u>Restricted Fund Balance</u>	<u>9/30/2021</u>	<u>9/30/2020</u>	<u>9/30/2019</u>
Revenues	\$ 293,580	\$ 1,127,279	\$ 181,610
Expenditures	<u>199,311</u>	<u>1,595,431</u>	<u>172,373</u>
Change in FB	94,269	(468,152)	9,237
Beginning FB	<u>(44,013)</u>	<u>424,139</u>	<u>414,902</u>
Ending FB	\$ <u>50,256</u>	\$ <u>(44,013)</u>	\$ <u>424,139</u>

Mr. Chalifour took questions from council. He also brought up the process for reporting the ARPA funding and the importance of making sure that it was done correctly. James Moore had devised a program to do the reporting on behalf of the town to ensure that it remained in compliance and did not forfeit any funding. The one-off cost to cover the entire program is \$4,900.00 and the Clerk recommended that the council authorize the funding. It was agreed to engage their service and add this to the next meeting along with the budget amendment.

NEW BUSINESS

DISCUSSION AND APPROVAL FOR THE TOWN TO ISSUE A BUILDING PERMIT TO MACK CONCRETE TO CONSTRUCT A 60' X 100' OPEN-SIDED STRUCTURE PRIOR TO A ZONING CLEARANCE BEING ISSUED.

Part of Mack Concrete is in the County and part is in the town which is zoned Agricultural. Mack Concrete have made an application to build a 60' x 100' open-sided structure on the property. When requesting the zoning clearance, it became apparent that the zoning did not allow for the use of the structure.

In order to allow the structure, the property would have to be rezoned to I-2 Heavy Industrial with a corresponding Comprehensive Plan Amendment (CPA). This process will take several months, and the owner is requesting that the building permit be issued to allow the building of the structure to take place while the rezoning and CPA are being processed. The application and fees would be required to be filed and paid ahead of any decision and the certificate of occupancy would not be issued until the process is completed.

Mayor Mack gave an overview of the issue and after discussion and with recommendation from the attorney, it was decided that they would have to follow the proper procedure and wait until the process was completed before construction could commence. To assist them as much as possible, a Special Council meeting would be held at the end of May for the second reading of the ordinances.

DISCUSSION AND APPROVAL OF AN AMENDMENT TO THE COMMUNITY CENTER RULES.

To prevent anyone from cooking in the community center as it does not have a sprinkler system, section 8 below has been added to the rules. The section does provide for grilling in the loading area outside of the center. If approved, a sign for Cooking Area for community center rental only will be installed.

Cooking of any kind is NOT permitted inside the facility. Including but not limited to the use of, hot plates, fryers, griddles, toaster ovens, air fryers, indoor grills, etc. Outdoor cooking/grilling is permitted within the outdoor cooking area only. Outdoor cooking area must be cleaned of trash, food, debris, oils, grease, drippings, etc.

There was some discussion regarding crockpots and a covered area for grilling. The clerk stressed that grilling outside was only for the use of people renting the community center and not for general use. Following the discussion, a motion was requested.

MOTION by Vice-Mayor Cross to revise the community center rules to add section 8, no cooking; SECONDED by Councilwoman Sikkema

For: Cross, Sikkema, Teeters, Mack

MOTION CARRIED 4-0

DISCUSSION REGARDING AMERICA IN BLOOM – MAYOR MACK.

Mayor Mack and Clerk Wells spoke about the mission of the program and there was extensive input from the council and residents.

DISCUSSION – IMPLEMENTATION OF AN EXCEPTIONAL CITIZEN AWARD – MAYOR MACK.

Mayor Mack went over his thoughts on how and to who the award would be given. It was discussed with the board and a number of ideas were put forward. No action was taken.

APPROVAL FOR THE MAYOR TO SIGN A LETTER TO THE METROPOLITAN PLANNING ORGANIZATION (MPO) FROM THE TOWN COUNCIL REQUESTING FUNDING SUPPORT FOR THE CR561 CORRIDOR.

The letter to the MPO is requesting assistance with intersections at County Road 561 & Monroe St. and at Monroe St. and Georgia Ave. for the future safety needs as they are hazardous to both motorist and pedestrians. These intersections have no turn lanes, deacceleration lanes, sidewalks or bicycle paths. With the anticipated additional traffic projected for this area, conditions are going to continue to degrade faster, further increasing accidents in this area.

To address this, the Town Council seeks the opportunity to partner with the LSMPO and Lake County Transportation to plan all capital improvements in the commercial district with LSMPO and County to prevent duplication of design leading to conflicting construction projects.

Councilman Cross felt that the wording in the letter was confusing and offered to rewrite it to make it clearer. This was agreed that he would send it to the clerk for signing.

**MOTION by Councilwoman Sikkema to authorize the Mayor to sign the revised letter to be sent to the MPO; SECONDED by Vice-Mayor Cross
For: Cross, Sikkema, Teeters, Mack
MOTION CARRIED 4-0**

DISCUSSION AND APPROVAL OF GEOGRAPHICAL INFORMATION SERVICE (GIS) HOSTING AGREEMENT.

The East Central Florida Regional Planning Council was established in 1962 as an area wide association of local governments serving the eight counties of Brevard, Lake, Marion, Orange, Osceola, Seminole, Sumter, and Volusia to act in an advisory capacity and to provide technical assistance to local governments.

The Town would like their technical assistance to support planning functions of the Town, including development application review; GIS development, analysis, and cartographic representation; public engagement; policy and plan review and development; urban design and other planning activities.

The ECFRPC will be available to also serve as a subcontractor to Town grants and also provide a scope of services for longer term, larger, more intensive projects, and analysis as well as emergency preparedness activities.

Mr. Cross stated that water lines should be excluded as it would be a security issue. Following discussion, a motion was requested.

MOTION by Councilman Teeters authorizing the Mayor to sign the Geographical Information Service (GIS) Hosting Agreement with the East Central Florida Regional Planning Council (ECFRPC); SECONDED by Vice-Mayor Cross

A Roll Call vote was taken.

Cross YES
Sikkema YES
Teeters YES
Mack YES

MOTION CARRIED 4-0

ISSUE WITH COLINA DEL LAGO

The Mayor outlined the grading issue next to Mr Bolduc's property. Mr. Cross asked how it got approved by the town's engineer. He said that the plans need to be corrected and the contractor must put the issue right. Mayor Mack said that he wanted council's blessing to deal with the issue and to seek legal advice.

Councilman Teeters recommended having a friendly conversation with the developer to have it corrected. If that doesn't work, then we will have to follow a different route.

BUDGET AND FINANCE REPORT REVIEW

Clerk Wells went over the make-up of the report so that new councilman Teeters would understand what he is looking at.

General Fund revenue is \$5,892 under budget but it was explained that no Ad Valorem revenue or solid waste assessments had been received for March. Highlights included Building Permit fees which are \$8,481 over budget. Planning Fees are \$14,150 over budget with the corresponding expense also \$6,407 over budget. Community Center rentals are picking up and are now only \$572 under budget.

On the expense side, Legal Council is \$13,390 over budget caused by the number of issues the town is dealing with and the rate increase from December. Law enforcement was over by \$4,883 which was the result of the increase in fuel costs. Parks were over by \$3,963 as a result of the fence costing more than was budgeted for. A budget amendment would come to council in May to put all this right.

The Road fund has a deficit of \$10,385 due to road paving and maintenance and the Infrastructure fund has a deficit of \$64,848 due to the repayment of the loan for the security building.

The Enterprise owes the General Fund \$80,000 for working capital and the Infrastructure Fund owes the general Fund \$30,000 for the repayment of the Community Center.

The Bank balances on March 31, 2022 are shown below.

General Fund:	559,823.37
Impact Fees:	60,325.25
Transportation Fund:	56,322.91
Infrastructure Fund:	1,619.30
Enterprise Fund:	5,560.23
Cash Drawer:	150.00

MAYOR'S UPDATE

The Mayor gave an update on the May 14 event which would host a car show and a band. It would be from 2:00 pm and 9:00 pm with food vendors but would not include alcohol. He advised that an application would be made for a CDBG rant to expand the water plant.

COUNCIL DEPARTMENT & COMMITTEE LIAISON REPORT

Finance – Councilman Cross – NONE

Public Works – Mayor Mack – NONE

Public Safety/Code Enforcement – Councilwoman Sikkema - NONE

Office – LDR’s, Ordinances, Legal, Grants – Councilman Teeters – NONE

Economic Development – Councilwoman Issartel – ABSENT

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

STAFF REPORTS

Town Attorney – Heather Ramos – NONE

Police Department – Chief Hoagland – Announced a code enforcement Magistrates hearing on April 20. He gave an update on the drug problem with Meth that the PD is dealing with and the speeding issue that was reported earlier in the meeting.

Town Clerk – Graham Wells – Advised that the New York Avenue property had closed, and the funds were wired to the town today.

Public Works – Wally Hoagland – said that Brad and Heather were doing a good job.

COUNCIL MEMBER MISCELLANEOUS COMMENTS

ADJOURNMENT

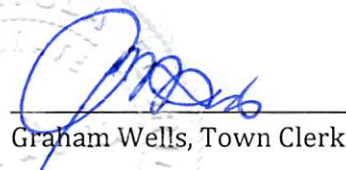
There being no further business the Mayor adjourned the meeting at 9:16pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:


Graham Wells, Town Clerk