

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



**REGULAR SESSION
TUESDAY DECEMBER 13, 2022
TOWN HALL**

Having been duly advertised as required by law, Mayor Mack called the Regular Session meeting to order at 6:30pm. He gave the invocation and led the Pledge of Allegiance.

Members Present:

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

Staff Present:

Graham Wells, Town Clerk
Suzi Waters, Office Admin
Wally Hoagland, Police Chief

SWEARING IN OF COUNCIL MEMBER GAYLE SIKKEMA

Mayor Mack, Vice-Mayor Cross and Council Member Issartel were sworn in by Town Clerk Graham Wells.

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present.

CITIZENS QUESTIONS AND COMMENT

There was none.

AGENDA REVIEW

Mayor Mack was to request that discussion on a USB Money Market Account for ARPA Funding be added to the agenda, but events of the day had overtaken that, and it now became an update to the council rather than a request for permission. Clerk Wells explained the circumstance that had led to the bank transferring the ARPA Fund account to a Money Market account yielding two percent interest. This would generate over \$20,000 of annual interest revenue.

MEETING MINUTES

Approval of Minutes for November 8, 2022 Regular Council Meeting.

MOTION by Vice-Mayor Cross to approve the minutes shown above; SECONDED by Councilwoman Issartel

For: Cross, Sikkema, Issartel, Teeters, Mack

MOTION CARRIED 5-0

NEW BUSINESS

RESOLUTION 2022-33, A RESOLUTION OF THE TOWN OF ASTATULA, LAKE COUNTY, FLORIDA, AMENDING THE RULES OF ORDER FOR TOWN COUNCIL MEETINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

At the November Council meeting the Chief requested that staff reports be brought forward to an earlier part of the meeting. This would enable staff to inform the public of any upcoming events or issues that affect the residents of the town. Resolution 2022-33 addresses this by moving staff reports to immediately after the minutes approval as the consent agenda is not currently used.

Following discussion, a motion to read the resolution title was made by Vice-Mayor Cross, seconded by Councilwoman Sikkema and unanimously approved. The Mayor read the title and requested a motion to approve.

MOTION by Vice-Mayor Cross to approve Resolution 2022-33 Amending the Rules of Order; SECONDED by Councilman Sikkema

A Roll Call vote was taken.

Cross YES
Sikkema YES
Teeters YES
Issartel YES
Mack YES

MOTION CARRIED 5-0

DISCUSSION AND APPROVAL OF INCREASED COST TO CODIFY THE ORDINANCE THROUGH MUNDICODE.

An amount of \$2,100 was put in the budget for the codification of ordinances through CivicPlus, formally Municode. The actual cost to codify all the ordinances exceeds what is in the budget. The Mayor explained the differences of the two quotations and recommended moving the Land Development Regulations from Appendix A to Chapter 59. Chapter 46 which should have been deleted when the last supplement was issued, will be removed. A quotation with two options was received as follows.

Option 1 – codify amendatory ordinances and renumber Appendix A to Chapter 59:

312 pages at \$19.00 per page = \$5,928.00
16 images/graphics/tabular matter at \$10.00 each = \$160.00
4 sets of 2 new divider tabs (Chapter 46 & 59) = \$50.00
Printing 1 page in color at \$2.50 per color page = \$2.50
Shipping 4 copies = \$20.00
Total Estimate = \$6,160.50

Option 2 – codify amendatory ordinances and leave Appendix A LDC as is:

206 pages at \$19.00 per page = \$3,914.00
9 images/graphics/tabular matter at \$10.00 each = \$90.00
4 sets of 1 new divider tabs (Chapter 46) = \$25.00
Printing 1 page in color at \$2.50 per color page = \$2.50
Shipping 4 copies = \$15.00
Total Estimate = \$3,966.50

Following some discussion, a motion was requested.

MOTION by Vice-Mayor Cross to approve the increased cost to codify the ordinances through Municode in the amount of \$6,160.50; SECONDED by Councilman Teeters.

A Roll Call vote was taken.

Cross YES

Sikkema YES

Issartel YES

Teeters YES

Mack YES

MOTION CARRIED 5-0

DISCUSSION AND APPROVAL FOR INCREASED COST TO PAVE TOWN HALL PARKING LOT.

An amount of \$20,000 was put in the infrastructure budget for the paving of the center section of the town hall parking lot. A quotation was received from Mid Florida Paving which would extend the proposed paved area up to the disabled space and create twenty-two dedicated and striped parking spaces. The entrance which is prone to flooding will be moved slightly and regraded to prevent this and make equal space both sides for parking.

Council approval to appropriate a not to exceed amount of \$48,500.00 was requested. It is the intention to seek two more bids for this work if possible but request that Council approve a maximum amount should they come in higher than the one received. If approved, the paving would be funded from the Infrastructure Fund.

The proposed design was projected on screen which showed the allowance for a storm drainage ditch to push the water to the retention area. The project would require six inches of lime rock to level and provide the sub-base. There was a possibility of getting millings donated from the County.

A permit would not be required from St. Johns, but the town would need a permit from itself for the paving. It would also need to approve a zoning clearance for the site plan. Clerk Wells mentioned adding of hanging baskets on Town Hall and trees to the front of the lot which would complete the first part of the American in Bloom beautification recommendations given earlier in the year. He also emphasized that the paving would greatly reduce the amount of water and flooding that occurs during storms to the parking area.

Vice Mayor Cross had some concerns with the entrance being so close to CR561 and Councilman Teeters also expressed concern about having another entrance off CR561 due to safety. The council recommended that the entrance stay in the same place and not be moved closer to CR561. The council also asked for two more bids, the plans submitted to the towns engineer for setbacks, and sprinkler water lines to be added before concrete is laid. They asked for the bids to be presented at the January meeting and the topic revisited.

DISCUSSION AND APPROVAL OF RESOLUTION 2022-34 AMENDING THE FEE SCHEDULE.

A RESOLUTION OF THE TOWN OF ASTATULA, FLORIDA; REPEALING RESOLUTION 2021-30; ESTABLISHING A FEE SCHEDULE FOR THE TOWN OF ASTATULA, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

County Materials is contracted to install the infrastructure necessary to provide fire control to their plant on CR561. The fire control water, pipe construction water and potable water for their ninety employees will be provided by the town.

Their expected use is around 500,000 gallons per month which is huge for the town. At the outset of talks some two years ago, a bulk rate for pipe construction and potable water was discussed with them, but it was not formally put in place. It is proposed to add a new class (Industrial Usage) to the fee schedule.

The proposed scaled fee for Industrial Usage will be as follows:

First 100,000 gallons per month	\$2.50 per 1,000 gallons
Second 100,000 gallons	\$2.75 per 1,000 gallons
Rate over 200,000 gallons	\$3.00 per 1,000 gallons

Based on the predicted usage, their water bill would be \$1,425 .00 per month (equivalent to 72 residential homes), plus a base meter fee of \$115.36 per month.

Clerk Wells gave an overview of the project to install the new water line to the County Materials site which is scheduled to begin construction mid-January. They are also installing a new pipe manufacturing machine. He explained how the non-residential rate in the fee schedule which was put in for small businesses would be cost prohibitive for County Materials to use town water at their predicted level of consumption.

The rate proposed above would make it attractive for them to use town water for both their potable water for both their ninety employees and their pipe manufacturing while remaining a good proposition for the town. The new rate would be applicable for all industrial uses.

Following discussion, a motion to read the resolution title was made by Vice-Mayor Cross, seconded by Councilman Teeters, and unanimously approved. The Mayor read the title and requested a motion to approve.

MOTION Vice Mayor Cross to approve Resolution 2022-34; Seconded by Councilwoman Issartel.

A Roll Call vote was taken.

Cross YES

Sikkema YES

Issartel YES

Teeters YES

Mack YES

MOTION CARRIED 5-0

BUDGET AND FINANCE REPORT REVIEW

The Clerk gave an overview of the town's financial position as of the end of October 2022. He went over the two revenues that had been received since the report was sent to Council. He gave a report on the new construction expected to be started in the next month or so and the stream of Ad Valorem taxes that were being received in November.

He went over the General Fund expenditures which are in line with the budget for all departments and the bank accounts.

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

General Fund:	315,827.48
Impact Fees:	38,369.75
Transportation Fund:	72,199.29
Infrastructure Fund:	13,707.26
Enterprise Fund:	5,248.44
Cash Drawer:	150.00

He went over the budget and actuals for the restricted funds and highlighted the \$38,846.90 expenditure in the Infrastructure Fund for Capital Equipment for the Police which had no budget. This was for the replacement of the body cameras which will be put right in a future budget amendment.

COUNCIL DEPARTMENT & COMMITTEE LIAISON REPORT

Councilman Cross (Finance) mentioned that he was still waiting for the contract for the broadband grant so that we can move forward with improving the internet in the town.

Mayor Mack (Public Works) advised that Municode had been bought out by CivicPlus and that he had been on a webinar to look at their building permit software.

Councilwoman Sikkema (Public Safety/Code Enforcement) – NONE

Councilman Teeters (LDR's, Ordinances, Legal, Grants) – stated that the Chief was doing two jobs and should be compensated accordingly. He brought up the issue with the flower beds at the community center and said that he and his workers would take on the landscape maintenance at the community center in the future.

Councilwoman Issartel (Economic Development) – NONE

STAFF REPORTS

Town Attorney – Heather Ramos – ABSENT

Police Department – Chief Hoagland – informed the board about his meeting with the Lake Quilt Guild who donated several bags of quilts to be used in patrol cars to be given out for aid and comfort where needed. There were some to be able to auction off and they presented a check for \$500.00 to go toward future projects. They are also willing to collect and donate in the fall for the back the pack project. The silent auction of the Lego kits raised over \$1,000.

The Chief also informed council of the quick response by two of his officers which had saved a fellow Tavares officer that was subjected to fentanyl during a traffic stop. Their observation and quickness with administering Narcan, kept in their vehicles, saved her life. The City of Tavares Police Chief called and would like to put them in for an award.

He thanked everyone that attended and helped with the Light up Christmas event which was a great success. He advised that the town could begin to purchase the items from the grant. Two new police patrol vehicles had been located and should be delivered in February.

He updated council on the code enforcement issues in the town and the impending foreclosure on the building behind town hall. He thanked the council for the opportunity they allow him to organize the events for the benefit of the town's residents.

Town Clerk – Graham Wells – None

Public Works – Wally Hoagland – stated that Scott Kane was now employed in public works and was doing a great job and doesn't need constant supervision.

REVIEW

Items for Workshops and possible dates - NONE

Items for next Regular Council meeting - NONE

Items for Special Meetings and possible dates - NONE

COUNCIL MEMBER MISCELLANEOUS COMMENTS – Vice-Mayor Cross brought up the right-of way by the Sunoco Gas Station where the road is breaking up. It was suggested that the Chief talk to the owner. He also asked when the new generator would be put in place. The Chief responded that it would be done this Thursday. He asked about the leaking during the hurricane at the community building. The Mayor gave an explanation and what need to be done to fix the problem.

Mr. Cross asked why we now have a Humvee. The Chief responded that it was free and that it could be used in high wind situation such as hurricanes when regular police vehicles cannot be deployed, and also for protection and rescue during an active shooter situation. Mr. Cross responded that although it was free, there were costs to operate the vehicle such as insurance and maintenance.

Mr. Cross asked if it was necessary to keep the white public works vehicle as it had not moved in two years. There was a cost to keep it and if it is not being used, it should be sold. The Mayor responded that it needed a repair which when done made it fully functional. He had the parts, but it had not been a priority to get it done. He did not want to get rid of the vehicle. Mr. Cross brought up the Mayor using the blue truck and it was established that he it was only used for town business.

The Mayor said that newly elected member of the Florida House of Representatives, Taylor Yarkosky had asked for a list of funding requests, and he wanted to know from council what projects they would like to be put forward. Councilwoman Issartel wanted a library. Mr. Cross wanted money for broadband, the water plant, and improvements to CR561. Also, to be able to buy out the GFUA water system at East Lake Harris Estates. Councilman Teeter want to put in an outdoor kitchen at the back of the community center and improvements to the basketball courts. A new Town Hall and Police Department was also suggested.

ADJOURNMENT

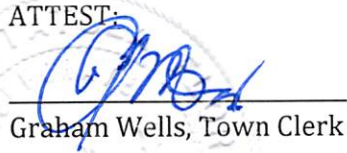
There being no further business the Mayor adjourned the meeting at 8.08 pm.

Respectfully submitted,



Mitchell Mack, Mayor

ATTEST:



Graham Wells, Town Clerk

