

TOWN OF ASTATULA

Regular Council Meeting Agenda

Tuesday, March 11, 2025 – 6:30 PM

Astatula Town Hall

25009 County Road 561 | Astatula, FL 34705

Join Zoom Meeting: <https://zoom.us/j/96777379920?pwd=H8GqeWJuWIR2sNfuTkj80N402g4nI5.1>
Meeting ID: 967 7737 9920 | **Passcode:** 123456

Town Council Members

Zane Teeters, Jr. – Mayor
Marjorie Boyd – Vice-Mayor
Jeanne Quiros
Ryan Wilbur
Kay MacQueen

Town Staff

Jennifer Tucker, Town Clerk
Wally Hoagland, Police Chief
Tom Harowski, Interim Town Planner
David Langley, Town Attorney

Call to Order

Invocation & Pledge of Allegiance

Roll Call, Acknowledgement of Quorum Present and Proper Notice Given

Welcome and Introduction of Guests

A. CITIZENS' QUESTIONS AND COMMENT

CITIZEN QUESTION AND COMMENT PERIOD

At this point in the meeting the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed during the public comment period. Public comment may be limited 3 minutes.

B. AGENDA REVIEW

C. CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If the Town Council/Staff wishes to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda, (2) Vote on the remaining item(s), and (3) Discuss each pulled item and vote.

1. Frymyer Construction and Development Invoice \$2,850.00
2. Minutes for February 11, 2025 Regular Council Meeting
3. Minutes for February 20, 2025 Special Council Meeting

D. STAFF REPORTS

Police Department – Chief Hoagland
Interim Public Works Director – Chief Hoagland
Town Clerk – Jennifer Tucker
Town Attorney – David Langley

E. PUBLIC HEARING

FINAL READING OF ORDINANCE 2024-25 REVISING TOWN CHARTER TO REMOVE UNCONSTITUTIONAL PROVISIONS

AN ORDINANCE OF THE TOWN OF ASTATULA, FLORIDA, RELATING TO THE TOWN CHARTER; REVISING TOWN CHARTER PURSUANT TO SECTION 166.031(5), FLORIDA STATUTES, GOVERNING AMENDMENTS OF UNCONSTITUTIONAL CHARTER PROVISIONS; AMENDING SECTION 1 OF ARTICLE II TO REMOVE THE UNCONSTITUTIONAL REQUIREMENT THAT A PERSON RUNNING FOR MAYOR OR TOWN COUNCIL MUST BE A PROPERTY OWNER; PROVIDING FOR SEVERABILITY AND CONFLICTS, CODIFICATION, FILING, AND AN EFFECTIVE DATE.

F. OLD BUSINESS

G. NEW BUSINESS

1. Presentation and discussion of Power DMS program - WH
2. Discussion and approval of purchasing budgeted items – WH
3. Discussion and action of town-sponsored programs and events – JT
4. Discussion and direction of Tree Trimming along town roads – WH
5. Consideration and approval of Resolution 2025-02 Amending Rules of Order – ZT
6. Consideration and approval of Resolution 2025-03 Mayor Debit Card Authorization – ZT
7. Discussion of Mayor and Town Clerk job duties – KM
8. Discussion and reaffirmation of Town Clerk to work a full week M-F 9a-5p – ZT
9. Discussion and action for all public works employees to work a full week 8a-5p M-F min. 40hrs - ZT
10. Discussion and action for Town Hall to be open to the public M-F 9a-5p – ZT
11. Discussion of implementation of an electronic time clock for all Town Hall and Public Works employees (Police Department and its employees are excluded) – ZT

H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.

Finance/Grants – Vice Mayor Marjorie Boyd

Public Safety/Code Enforcement – Councilor Jeanne Quiros

Public Works/Streets – Councilor Ryan Wilbur

Land Development Regulation – Councilor Kay MacQueen

I. REVIEW

Items for Workshops and *possible dates*

Items for Next Regular Council meeting

Items for Special Meetings and possible dates

J. COUNCIL MEMBER MISCELLANEOUS COMMENTS:

K. ADJOURNMENT:

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.
Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

IMPORTANT DATES:

Planning & Zoning Meeting – March 27th @ 6:00pm

Regular Council Meeting – April 8th @ 6:30pm

Town of Astatula is inviting you to a scheduled Zoom meeting.

Topic: **Regular Council Meeting**

Time: **March 11, 2025 06:30 PM** Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96777379920?pwd=H8GqeWJuWlR2sNfuTkj80N402g4nI5.1>

Meeting ID: 967 7737 9920

Passcode: 123456

Dial by your location

- +1 929 205 6099 US (New York)
- +1 346 248 7799 US (Houston)

Meeting ID: 967 7737 9920

Passcode: 123456

Find your local number: <https://zoom.us/u/abZFFDCmQ1>

TABLED ITEMS

- Discussion and action of alternative options for height variances 1/14/25
- Discussion and action to change to merit-based pay increases

3/11/2025 Council Meeting Agenda Details

Frymyer Construction and Development Invoice \$2,850.00

LGI requested to have irrigation meters installed in Tula Parc. This invoice was for the work Frymyer did to install the backflow valves.

Ordinance 2024-25 Amending Charter to Remove Unconstitutional Provision - ZT

Mayor Teeters requested to amend the town's charter to remove the unconstitutional provision requiring residents to own property in order to run for a council seat.

Power DMS program – WH

Chief Hoagland has invited a representative of Power DMS to share a presentation on the program and how it can benefit our police department.

<https://drive.google.com/file/d/1LYfn5yymiOnsPEIcQ2vmHWJ7bYFu5VQG/view>

<https://drive.google.com/file/d/1mLhqOkMesVL4PI3ypIOUV6AHA5EIWrGG/view>

<https://drive.google.com/file/d/1W2aw54TcYRnAiwfEXug-gWt2C-6XX7Le/view>

<https://powerdms.wistia.com/medias/7drbhwt9b8>

PowerPolicy+ Annual Subscription: \$8,560

PowerPolicy+ One-time Setup Fee: \$3,300

Purchasing budgeted items – WH

Chief Hoagland would like direction on whether items that have been allocated funds in the annual budget need to be approved by the council prior to purchase if they exceed spending limits.

Town-sponsored programs and events – JT

The Town Clerk would like clarification on which events and/or programs have been approved as town-sponsored events and are allowed use of the community center without rental fees.

Streetlights on E. Tennessee Ave. – RW

Council Member Wilbur would like to add streetlights on East Tennessee Avenue.

Tree Trimming along town roads – WH

Chief Hoagland is asking the council to provide direction on the process to accomplish all tree trimming needed in town.

Resolution 2025-02 Amending Rules of Order – ZT

Mayor Teeters has requested the town's Rules of Order be amended to change the deadline in which council members can request to have items added to the agenda, when the clerk is to provide the agenda back to the mayor and council members to review, the deadline for the clerk to make final adjustments and post the agenda to the public.

Resolution 2025-03 Mayor Debit Card Authorization – ZT

Mayor Teeters has requested to amend the town's purchasing policy to provide authorization to the mayor to obtain, possess, and use a town debit card.

Mayor and Town Clerk job duties – KM

Council Member MacQueen requests for the council to conduct a deep dive into the duties of the mayor and town clerk.

Reaffirmation of Town Clerk to work a full week M-F 9a-5p – ZT

Mayor Teeters requests to clarify what hours the town clerk is required to work.

All public works employees to work a full week 8a-5p M-F min. 40hrs - ZT

Mayor Teeters has requested to change the established time schedule for full-time public works employees.

Town Hall to be open to the public M-F 9a-5p – ZT

Mayor Teeters has requested to change Town Hall's days of operation.

Implementation of an electronic time clock for all Town Hall and Public Works employees (Police Department and its employees are excluded) – ZT

INVOICE

Frymyer Construction and
Development, Inc.
P.O. Box 896
Ocoee, Florida 34761

frymyercd@gmail.com
+1 (407) 912-8536
FRYMYER CONSTRUCTION &
Development, Inc

Town Of Astatula *:Backflows Replaced PVC Pipe W/ Galv. Pipe

Bill to
Town Of Astatula *
P.O. Box 609
Fl
Astatula, FL 34705 USA

Ship to
Town Of Astatula *
Town Of Astatula *
P.O. Box 609
Astatula, FL 34705
USA

Invoice details

Invoice no.: 448
Terms: Net 30
Invoice date: 11/26/2024
Due date: 12/26/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/06/2024	02 Site Work	Replaced 6 Backflow Preventers Plastic Pipe to Galvanized Pipe	6	\$475.00	\$2,850.00
					Total	\$2,850.00



Town of Astatula
 25009 County Road 561
 P.O. Box 609
 Astatula, FL 34705

Invoice

Date	Invoice #
1/29/2025	2025.208

Bill To
LGI Homes 1450 Lake Robbins Dr. #430 The Woodlands, TX 77380

P.O. Number	Terms	Rep	Project
	Due on receipt		Tula Parc

Quantity	Item Code	Description	Price Each	Amount
	Water Line Installat...	Excavate service lines, install 1" meters on existing curb stops with 1" RPZ's and meter boxes, back fill excavation areas	9,576.28	9,576.28
		E-Series G2 Bronze Ultrasonic Meter, 1", USG, 9 Dial Resolution, SN Yr 9D & PBB, LTE-M Cellular Endpoint, 5' TT Connector, BMI Standard Testing, Thick Washers -Less Connections, Thru the Lid Mounting Kit.		

Total \$9,576.28

Phone #	Fax #	E-mail
(352) 742-1100	(352) 742-1970	TownClerk@astatula.org



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Meeting ID: 967 7737 9920 | **Passcode:** 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:38pm. Pastor Jill Lovley gave the invocation, and Mayor Teeters led the Pledge of Allegiance.

Town Council Members Present

Zane Teeters, Jr. – Mayor
Marjorie Boyd – Vice-Mayor
Jeanne Quiros
Ryan Wilbur
Kay MacQueen

Town Staff Present

Jennifer Tucker, Town Clerk
David Langley, Town Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present. Mayor Teeters recognized Paster Joe from Warehouse Foursquare Church and thanked him for their monthly free spaghetti dinner for all residents and stated that if you are unable to attend, they will deliver it.

A. CITIZENS QUESTIONS AND COMMENT

Farmer Banks Helfrich – Clay Road District

Shared insights related to both gardening and societal values. He reminded everyone of the upcoming Valentine's Day and the appropriate time to start planting spring gardens. He then delved into a reflection on early human societies, describing how trust and cooperation among early humans led to the formation of tribes, which eventually evolved into towns and civilizations that fostered art, culture, and governance. The speaker lamented the current low levels of trust in government and within communities, suggesting that we can overcome modern societal challenges by embracing kindness, civility, and understanding, regardless of ideological differences, emphasizing a collective American identity.

Cheryl Marinelli – 12826 Del Lago Drive

Discussed concerns regarding a water issue that involved the former mayor who allegedly intervened to fix a problem without possessing the necessary licensure or certifications to work on the public water system. This situation raised questions about the appropriateness of a private citizen handling such tasks, given the potential legal implications including disciplinary measures and fines. Additionally, the speaker touched on the topic of transparency, emphasizing the lack of updated meeting minutes and financial reports on the town's website, which undermines the community's ability to stay informed about the council's actions and decisions. The speaker stressed the importance of adhering to state laws requiring recorded meeting minutes and the need for qualified personnel to manage town affairs.

Julia D'Arts – 12916 Del Lago Drive

Introduced herself as the founder of "I am a safe place," a nonprofit dedicated to domestic violence awareness and prevention. She shared her personal motivation for founding the organization, stemming from a tragic event where her daughter was intentionally run over by her ex-boyfriend. Julia highlighted the urgency of the situation by mentioning a recent murder in Clermont, which led to an increase in calls for help and survivors living in precarious situations, such as sleeping in their cars. She emphasized the continuous need for support and kindness within the community, noting the hidden struggles many face, including children living on the streets, and urged compassion towards all.

Miriam Gomes – 13131 New York Avenue

Supported the idea of having a professional handle water management issues temporarily until others are trained appropriately. She also advocated for considering current town employees for open positions. Plans for a senior

gathering were discussed, aiming to provide an opportunity for seniors to socialize and engage in activities, with the potential start date of February 20th and details being considered for community input and assistance.

- B. **AGENDA REVIEW** – None
- C. **APPROVAL OF MINUTES** - None

D. **CONSENT AGENDA**

Motion made by Mayor Teeters to move item 2 to new business and item 3 to old business.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

Gaston Tree Debris Recycling Invoice \$32,000.00

Discussed a \$32,000 invoice from Gaston Tree Company for debris cleanup following Hurricane Milton. The rate was approximately \$400 per truck per day, with varying numbers of trucks used for six days. It was mentioned that the expense should be reimbursable by FEMA, though reimbursement is uncertain due to the current political climate.

Motion made by Councilor Quiros to approve payment of the invoice; seconded by Councilor Wilbur.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Attorney David Langley explained the concept of a consent agenda to the council as a new efficiency measure. The agenda is designed to streamline the voting process by grouping routine bills and items, allowing the council to approve them all at once unless a member decides to pull an item for further discussion. The intent is to save time on routine matters, thus allocating more time for new business and detailed discussions on non-routine items.

E. **STAFF REPORTS**

Police Department –

Lt. Rodney Brown reported in the absence of the Chief. Last month, the police department received 411 calls for various purposes, indicating a relatively calm period. Additionally, they participated as judges in a chili cook-off at Hide-A-Way Harbor RV park.

Town Clerk – Jennifer Tucker

Reviewed the finance report detailing current expenditures for each line item alongside the budgeted amounts for those items.

Town Attorney – David Langley

Reminded council members of the state-required ethics training, offering options for both in-person and online formats. He discussed the logistics of council members and the town clerk completing the training, emphasizing the benefits of in-person sessions for richer discussion and engagement. Langley also addressed administrative issues, including a form for recording conflicts of interest during council votes, and provided legal advice on the mayor's access to community services and the use of a debit card. He suggested scheduling agenda reviews with council members before meetings to ensure preparedness and efficiency, acknowledging the additional cost since he operates as outside counsel rather than an in-house attorney.

F. **OLD BUSINESS**

Anser Advisory Solid Waste Services Assessment Program: Annual Maintenance Agreement

Anser Advisory assists municipalities with financial assessments, calculating costs per household for waste services, which are then incorporated into the truth in millage (TRIM) rate on homeowners' taxes. The company ensures compliance with various state and county regulations, handling the complexity of legal and procedural

requirements necessary for these assessments. These services significantly ease the administrative burden, making the annual \$4,000 cost seem justified.

Motion made by Councilor Wilbur to approve Anser Advisory Annual Maintenance Agreement; seconded by Councilor MacQueen.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Review and approval of contract for legal services by David Langley – DL / ZT

David Langley has been working without a formal contract since January 14th. His contract will retroactively apply the agreed rate to all work performed since that date. Langley raised a concern about potential legal matters that may fall outside his expertise, such as employment law or extensive litigation. He proposed adding a clause to his contract allowing him to recommend and hire outside legal counsel for such situations, ensuring the town is adequately represented without delays. This approach was supported by the council.

Motion made by Councilor MacQueen to approve David Langley's contract with the added clause to allowing outside counsel to be hired as needed without prior approval from council; seconded by Vice-Mayor Boyd.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

G. NEW BUSINESS

Frymyer Construction and Development Invoice \$2,850.00

Invoice for the installation of backflow preventers, which typically falls under public works responsibilities. The council discussed the lack of clear documentation and authorization for the expense, leading to a decision to table the matter until further investigation could determine responsibility.

Motion made by Vice-Mayor Boyd to table; seconded by Councilor Wilbur.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

Discussion and action to repair & repave right-of-way area on Monroe Street – ZT

Discussion of the long-standing issue of repairing and repaving the right-of-way area on Monroe Street. Research by Council Member Ryan Wilbur revealed potential discrepancies in property boundaries but confirmed that the responsibility appeared to fall on the town. Using an existing survey and locating pins negate the need for a new survey.

Motion made by Councilor Wilbur to approve Mid-Florida Paving quote for \$26,875; seconded by Mayor Teeters.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Discussion and action to reseal Community Center parking lot – ZT

A proposal from Mid-Florida Paving for \$8,242 to reseal the Community Center parking lot. The effects of the sun and water on the parking lot's surface can be detrimental, sealing could extend the lot's life by 5 to 10 years and prevent future expenses for a complete redo. The council debated the timing of this maintenance, with some suggesting it might be premature since the lot is still in good condition, others advocated for preventive maintenance to ensure longevity.

Motion made by Councilor MacQueen to approve the quote to seal the Community Center Parking Lot; seconded by Councilor Quiros.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Discussion and action of council notice procedure of meetings and agenda – ZT

The Council discussed revising the agenda notice policy and procedure for council meetings to ensure council members have adequate preparation time. The proposed changes would require agenda items to be submitted seven business days before the meeting, allowing for more efficient review and better decision-making. The council debated specifics such as when materials need to be provided to the town clerk and when the finalized agenda should be made public, aiming to streamline the process while accommodating the council's and town clerk's needs.

Direction given to Attorney Langley and the Town Clerk to draft a Resolution revising the Rules of Order to require council members to submit agenda items and supporting documents to the clerk 7 business days prior to council meetings. **No vote taken.**

Discussion and action to hire I.T. company - JQ

Micah Trudell from iTech presented the company's capabilities, emphasizing managed security services and response systems to prevent and recover from cyber-attacks. The council evaluated iTech's proposals, which include various security measures and backup systems to ensure rapid recovery post-incident. There were discussions about access limitations, particularly concerning town hall systems, leading to a clarification of the scope and security protocols needed for both town and police systems. It was stipulated that the only point of contacts are the town clerk for town hall and Chief Hoagland for the police department.

Motion made by Councilor Wilbur to approve hiring iTech as the Town's IT company; seconded by Vice-Mayor Boyd.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Discussion and approval of quote from Plant Technicians – RW

Cody Owen from Plant Technicians presented their quote for upgrading the town's water system, specifically the chlorine pumps, to address capacity issues. Cody explained the need for increased chlorine pumping capacity to maintain adequate residual levels in the water system, particularly as the town approaches 75% of its permitted water production capacity. The proposed solution involves installing new, more powerful chlorine pumps and keeping the old ones as backups to ensure redundancy. The urgency of the upgrade was emphasized due to the potential for equipment failure and the consequent health risks. The council requested a review of the contractual and emergency procurement provisions by Mr. Langley, the town attorney, to ensure compliance and safeguard the town's legal standing.

Motion made by Councilor Quiros to approve Plant Technicians quote with a review by town attorney; seconded by Councilor Wilbur.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Mayor Teeters requested that any urgent issues at the well should immediately be reported to the Mayor going forward. This request stems from a recent incident where a significant customer, County Materials, which relies heavily on the town's water for its operations, might face substantial financial losses due to water supply issues. During the discussion, there was confusion about whether the town could be fined for water service interruptions. The mayor mentioned being under the impression that such fines were possible but admitted uncertainty about the existence of a document confirming this. Concerns were raised about potential legal ramifications, even in the absence of a formal agreement, due to business damages that could be claimed by

affected parties. It was suggested that the clerk and the town attorney review any agreement and related documents to verify these uncertainties.

Discussion and approval of contribution to FRWA and to apply for DEP permit – RW

During a recent routine plant inspection by DEP, it was discovered that Aqua Gold had been added to the town's water treatment process. Aqua Gold serves as a corrosive inhibitor and helps in reducing the visibility and metallic taste of iron in the water, which is prevalent in Florida, and protects the equipment. However, a permit for this addition was unable to be located, prompting a need to either legalize its use through proper permitting (\$4,000) or discontinue its usage. The town was advised to work with the Florida Rural Water Association (FRWA) to handle the permitting process economically. FRWA could assist for a fraction of the cost compared to typical engineering fees. This involvement would require a contribution of \$2,250, which would allow the town to utilize FRWA's services for the permit application. Cody Owen from Plant Technicians suggested testing to determine the iron levels in the water to decide if continuing the Aqua Gold treatment is necessary. However, there was a discussion about whether to proceed immediately with FRWA's assistance and apply for the DEP permit or wait for the iron testing results before deciding.

Motion made by Mayor Teeters to table until iron testing is completed; seconded by Councilor MacQueen.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor MacQueen

Nay: Councilor Quiros, Councilor Wilbur

Motion approved by a 3-2 roll call.

H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Finance/Grants – Vice Mayor Marjorie Boyd

Vice-Mayor Boyd expressed significant concerns regarding the financial practices of the town, especially with respect to expenditures not budgeted for. Highlighting the financial vulnerability of the town, she stressed the importance of cautious spending to avoid depleting reserves. She emphasized the need to prioritize essential expenditures and plan for potential emergencies that could financially strain the town. She suggested that non-urgent expenses should be planned and budgeted for in subsequent fiscal years rather than hastily addressing them all within a single year.

➤ 9:14pm Motion made by Mayor Teeters to extend the meeting by 15 minutes; seconded by Councilor Wilbur.

Motion approved by a 5-0 voice vote.

Public Works/Streets – Councilor Ryan Wilbur

Councilor Wilbur highlighted the need for attention to the town's workshop facilities, citing potential upcoming repairs and upgrades. Wilbur discussed compliance with OSHA standards and noted significant cleanliness issues at the facility shared between Public Works and the Police Department. He also proposed the paving of the back lot to prevent flooding and mud issues, especially since it is frequently used by the police department. Mayor Teeters mentioned ongoing discussions with the state regarding potential support for these upgrades, including paving and addressing power reliability issues at the fuel pumps, which currently rely on a portable generator during power outages.

Public Safety/Code Enforcement – Councilor Jeanne Quiros

Nothing to report since the police chief has been out of the country on vacation.

Land Development Regulation – Councilor Kay MacQueen

Councilor MacQueen reported that there were no significant updates on the Stillwater Cove development to present. However, Mayor Teeters shared an incident where sidewalks at the site had to be redone because they did not meet ADA compliance by a small margin. This error required the developers to tear up and redo the

sidewalks, emphasizing the importance of precision in development projects. Town Clerk Jennifer Tucker reported that the project passed the final site work inspection well enough to move forward, with minor issues being addressed in the ongoing process with the final plat being signed off by surveyors and engineers, which will soon allow for the application of building permits.

Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.

Mayor Teeters shared that some ordinances need revision, particularly concerning the town's spending policy. These revisions are anticipated to be ready for next month's meeting for approval. Additionally, there is potential economic development through the utilization of a 2.5-acre site on Monroe Street for sale that is ideally positioned for commercial use. He expressed an interest in formulating a campaign to attract businesses to this prime location to enhance the town's economic landscape.

I. REVIEW

Items for Workshops and possible dates

Tabled items from previous meetings

- 9:26pm Motion made by Mayor Teeters to extend the meeting by 15 minutes; seconded by Councilor MacQueen. Motion approved by a 5-0 voice vote.

Items for Next Regular Council Meeting

Councilor Wilbur: - Speed Radar and Cameras in school zone
- Streetlights on E. Tennessee, possibly solar

Items for Special Meetings and possible dates

March 20th at 6pm – Finalize job descriptions and pay scales
- Posting job openings

J. COUNCIL MEMBER MISCELLANEOUS COMMENTS:

There is a need for a workshop date to address items that had been tabled at previous meetings. Council members were prompted to check their schedules to finalize the workshop date. In addition, the council discussed the need for a comprehensive review of job descriptions and pay scales and set a date for a special council meeting.

K. ADJOURNMENT: 9:39pm

Respectfully submitted,

Zane Teeters, Jr., Mayor

ATTEST:

Jennifer Tucker, Town Clerk



Join Zoom Meeting: <https://zoom.us/j/98232552741?pwd=Uut4OSHAeocDPz0cwSDpeqhmfoqqBL.1>
Meeting ID: 982 3255 2741 | Passcode: 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:01pm. Karen Smith gave the invocation, and Mayor Teeters led the Pledge of Allegiance.

Town Council Members Present

Zane Teeters, Jr. – Mayor
Marjorie Boyd – Vice-Mayor
Jeanne Quiros
Ryan Wilbur
Kay MacQueen

Town Staff Present

Jennifer Tucker, Town Clerk
Wally Hoagland, Police Chief
David Langley, Town Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present. Mayor Teeters welcomed participants and outlined the protocol for public comments. He also noted that the meeting was accessible via Zoom for public participation.

A. CITIZENS' QUESTIONS AND COMMENT - None

B. AGENDA REVIEW - None

C. APPROVAL OF MINUTES - None

D. CONSENT AGENDA - None

E. STAFF REPORTS

Police Department – Chief Hoagland

Chief Hoagland expressed his gratitude to Cowboy Don for his thoughtful donation of peanuts to the staff. He also provided updates on the department's new vehicles, which have been fully outfitted and are now actively in use, noting that plans are underway to sell the old fleet. Additionally, Chief Hoagland reported on a recent meeting with Council Member Wilbur and Attorney David Langley, focusing on the development of a potential noise ordinance to better serve the community's needs. Lastly, he mentioned ongoing collaborations with Ms. Murva to organize another food drop, reinforcing the department's commitment to community support and engagement.

Interim Public Works Director – Chief Hoagland

Chief Hoagland provided an update regarding the Aqua Gold permit with DEP. He confirmed that the permit was indeed covered under the initial application. This clarification came after a thorough review by the team, which prevented unnecessary expenditures. Chief Hoagland credited Jennifer and Plant Technicians for their diligent work in resolving the matter, and he directed any further inquiries about the permit to Jennifer, as she has direct communication with the DEP and understands the specific details involved.

Town Clerk – Jennifer Tucker

Nothing new to report at this time.

Town Attorney – David Langley

Attorney David Langley reported on his recent activities, noting that he has completed several assignments given to him by the council over the last couple of meetings, while others are still in progress. He expressed a critical issue for the special meeting: the need for additional support to catch up on documenting council minutes. Emphasizing the importance of this task from a legal perspective, Langley urged that it should be a priority focus.

F. OLD BUSINESS

Discussion and Approval of Job Descriptions and Pay Scales

The council conducted a thorough review of job descriptions and deliberated on the pay scales for various positions. Following detailed discussions, they reached a consensus on the specified pay ranges.

Deputy Town Clerk, which evolved from a financial and clerical assistant position, has been set with a pay range of \$18.00 to \$24.00 per hour, dependent on qualifications. The schedule for this position includes a 36-hour workweek from Monday through Thursday.

The administrative assistant position is initially designated as part-time, with the potential to transition to full-time based on the discretion of the town clerk. This flexibility allows the town clerk to adjust the assistant's hours according to the demands of specific projects or operational needs. The pay range for this role is between \$15 and \$17 per hour.

Public Works Director, the council designated the role as "Supervisor/Director," which would allow for adjustments based on the selected candidate's skills, qualifications, and the evolving needs of the department. The starting salary range for this hybrid position is between \$42,000 and \$50,000, which may accommodate a range from supervisor to director salary, depending on qualifications. The position is structured as a full-time role, working Monday through Friday.

The pay and conditions for a full-time Public Works position are with a pay range of \$18 to \$20 per hour. This role is designated as Monday through Friday, 40 hours per week, and includes full benefits, with the town covering all associated costs. This decision applies only to new hires, not current employees, and there was consensus among the council members to proceed with advertising the position at the agreed-upon rate and conditions.

The council discussed the integration of the full-time Parks and Recreation position into Public Works, given the overlap in responsibilities, current operational scope, and resource allocation, especially in park maintenance. A legal and budgetary review confirmed that the funds designated for the Parks and Rec position could be reallocated to Public Works. The transition plan models the new role after the existing Public Works position, with a pay range of \$18 to \$20 per hour, working 40 hours per week, Monday through Friday, which will also necessitate a budget amendment to allocate more funds to cover the difference in pay and hours between the two positions.

The council deliberated on enhancing the pre-employment screening process to include full background checks, drug testing, and physical examinations, recognizing these as prerequisites for employment. It was noted that the town has not enforced physical exams, which are mandatory, prompting a call for immediate implementation. Additionally, the council discussed the importance of including these requirements in job postings to ensure transparency. They also talked about including details in the job listings, such as full health insurance benefits for full-time employees after a two-month probationary period, including the option for employees to add family members to their plans at their own cost. Lastly, emphasis on including the veterans' preference policy to ensure veterans are given due consideration.

A motion was made by Councilor Quiros to approve all job descriptions and pay scales, seconded by Councilor Wilbur.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Discussion and Action to Post Job Openings

The responsibility of posting job openings has been primarily assigned to Town Clerk Jennifer Tucker, with Mayor Teeters requesting that she collaborate with Wally for effective placement of these job advertisements. The discussion highlighted the utilization of a board at Lake Tech and the potential use of GOVTJOBS.com, Mayor Teeters expressed confidence in Jennifer and Wally's ability to determine the best venues for these postings without needing direct oversight from the council, except perhaps for final approvals.

Chief Hoagland and Town Clerk Jennifer Tucker are tasked with managing the hiring process for new positions, noting that department heads should handle preliminary screenings and interviews, selecting the best candidates to forward to the council for final approval. The discussion centered on the duration for job postings, with a suggestion to post until positions are filled, allowing for bi-weekly interviews to occur as applications are received.

The council discussed the responsibility levels associated with various positions, agreeing that while department heads could autonomously hire for lower-level positions, more critical roles like the deputy town clerk and any supervisory roles in public works should require council approval after the interview process.

A motion was made by Councilor Wilbur to post all open job positions with the Deputy Town Clerk and the Public Works Supervisor/Director position coming before council for approval or being hired. The public works positions be posted and hired for department heads' discretion, and the administrative assistant being hired at department heads' discretion, seconded by Vice-Mayor Boyd.

Motion approved unanimously by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

G. NEW BUSINESS - None

H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.

Nothing to report at this time.

Finance/Grants – Vice Mayor Marjorie Boyd

Vice Mayor Boyd briefly touched on finance, referring to the buzz about Gov. DeSantis's discussion on eliminating property taxes and how that could impact the Town financially. Attorney Langley noted that eliminating property taxes would require significant legal and legislative actions, as local governments depend on these taxes for revenue. Town Clerk Jennifer Tucker added that Governor DeSantis had expressed support for reducing property taxes but noted that implementing such a change would require overcoming numerous logistical hurdles, possibly including the introduction of a state income tax to offset the loss of property tax revenue. Vice-Mayor Boyd recommended that the council be cautious in spending town funds with so much uncertainty in possible changes.

Public Safety/Code Enforcement – Councilor Jeanne Quiros

Nothing new to report.

Public Works/Streets – Councilor Ryan Wilbur

All good.

Land Development Regulation – Councilor Kay MacQueen

Nothing to report.

I. REVIEW

Items for Workshops and possible dates - None

Items for Next Regular Council Meeting

Attorney Langley discussed amending the council's rules of order, particularly regarding the submission timeline for council materials. The proposed amendment requires council members to submit all materials to Town Clerk Jennifer Tucker seven business days prior to a council meeting to ensure thorough preparation and review. Although not yet officially approved, the council aims to adopt this new timeline to enhance efficiency and transparency. Additionally, the council discussed upcoming ethics training. These changes are part of an effort to streamline council operations and ensure timely access to meeting agendas for both council members and the public.

Items for Special Meetings and Possible Dates - None

J. COUNCIL MEMBER MISCELLANEOUS COMMENTS

Council Member Wilbur praised the council for the excellent progress and positive energy during their discussions, emphasizing the importance of maintaining this momentum despite potential disagreements. His sentiments were supported by other council members and staff.

K. ADJORNMENT – 7:14pm

Respectfully submitted,

Zane Teeters, Jr., Mayor

ATTEST:

Jennifer Tucker, Town Clerk

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ORDINANCE NO. 2024-25

AN ORDINANCE OF THE TOWN OF ASTATULA, FLORIDA, RELATING TO THE TOWN CHARTER; REVISING TOWN CHARTER PURSUANT TO SECTION 166.031(5), FLORIDA STATUTES, GOVERNING AMENDMENTS OF UNCONSTITUTIONAL CHARTER PROVISIONS; AMENDING SECTION 1 OF ARTICLE II TO REMOVE THE UNCONSTITUTIONAL REQUIREMENT THAT A PERSON RUNNING FOR MAYOR OR TOWN COUNCIL MUST BE A PROPERTY OWNER; PROVIDING FOR SEVERABILITY AND CONFLICTS, CODIFICATION, FILING, AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ASTATULA:

Section 1. Legislative Findings and Intent. The Town Council of the Town of Astatula hereby makes and declares the following findings and statements of legislative intent:

1. The Town Charter, as amended, was enacted through Ordinance 2014-A, § 1, on April 14, 2014.
2. The provision on qualifications in Section I of Article II provides that “any persons running for Town Council or Mayor must be at least 21 years of age, a registered voter, property owner, and resident of the Town for at least one (1) year prior to the first day of the qualifying period.”
3. As early as 1970, the United States Supreme Court held that provisions denying a person the ability to run for office based on their status as a property owner are unconstitutional as violative of the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution.
4. Section 166.031(5), Florida Statutes, allows the Town Council by a unanimous vote to “amend provisions or language out of the charter” when such language has been determined by judgment or binding legal precedent to be contrary to either the Florida or the Federal Constitution.
5. The Qualifications provision of Section I of Article II of the Town Charter requiring persons to own property within the Town in order to run for office is unconstitutional.

Section 2. Amendment of the Town Charter of the Town of Astatula. The Town Council of the Town of Astatula hereby amends Section I of Article II of the Town Charter as follows (words that are underlined are additions; word that are ~~stricken~~ are deletions):

Qualifications. Any persons running for Town Council or Mayor must be at least 21 years of age, a registered voter, ~~property owner~~, and resident of the Town for at least one (1) year prior to the first day of the qualifying period. Candidate nominating petitions for Town Council elections shall be filed with the Town Clerk no earlier than noon, the 92nd day prior to the date of the general or special election, but not later than noon on the 81st

48 day prior to the date of the general or special election date for which qualifying is being
49 sought.

50
51 **Section 3. Severability.** If any provision or portion of this ordinance is declared by a court of
52 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining
53 provisions and portions of this ordinance shall remain in full effect.

54
55 **Section 4. Codification.** The provisions of this Ordinance shall be codified in the Town of
56 Astatula's Code of Ordinances.

57
58 **Section 5. Filing with the Department of State.** Upon adoption, the Town Council shall cause
59 the amendment to be incorporated into the Charter and shall thereafter file the revised Charter
60 with the Department of State pursuant to Section 166.031(2), Florida Statutes.

61
62 **Section 6. Effective Date.** This Ordinance takes effect upon adoption.

63
64 **ORDAINED AND ENACTED** by the Town Council of the Town of Astatula on the 14th day
65 of January 14, 2025.

66
67 Town of Astatula, Florida
68 By: Town Council

69
70
71 By: _____
72 Zane Teeters, Mayor

73
74 Attest:
75
76
77 _____
78 Jennifer Tucker
79 Deputy Town Clerk

80
81 For reliance by only the Town of Astatula –
82 Approved as to form and legality:
83
84
85 _____
86 Town Attorney

87
88 First Reading: December 10, 2024
89 Advertised:
90 Second Reading: January 14, 2025

91
92 Council Member _____ moved the passage and adoption of the above and foregoing
93 Ordinance. Motion was seconded by Council Member _____ and upon roll call on
94 the motion the vote was as follows:
95

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice Mayor Boyd		
Council Member Wilbur		
Council Member Quiros		
Council Member MacQueen		

Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the Town's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **AN ORDINANCE OF THE TOWN OF ASTATULA, FLORIDA, RELATING TO THE TOWN CHARTER; REVISING TOWN CHARTER PURSUANT TO SECTION 166.031(5), FLORIDA STATUTES, GOVERNING AMENDMENTS OF UNCONSTITUTIONAL CHARTER PROVISIONS; AMENDING SECTION 1 OF ARTICLE II TO REMOVE THE UNCONSTITUTIONAL REQUIREMENT THAT A PERSON RUNNING FOR MAYOR OR TOWN COUNCIL MUST BE A PROPERTY OWNER; PROVIDING FOR SEVERABILITY AND CONFLICTS, CODIFICATION, FILING, AND AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), *Florida Statutes*. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town is, nevertheless providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government.
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. A development order or development permit, as defined in s. 163.3164, F.S.; a development agreement as authorized by ss. 163.3220-163.3243, F.S.; or a comprehensive plan amendment or land development regulation amendment initiated by an application by a private party other than the municipality;
 - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
 - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or

¹ See Section 166.041(4)(c), *Florida Statutes*.

d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that, an exemption noted above may apply, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The Ordinance is enacted to repeal an unconstitutional provision requiring person running for office to be landowners from the Town Charter pursuant to Section 166.031(5) of the Florida Statutes so that the Town Charter is compliant with binding legal precedent from the US Supreme Court.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance, or for which businesses will be financially responsible; and
- (c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None.

4. Additional information the governing body deems useful (if any):

N/A

STAFF DISCUSSION AND DIRECTON

I have received several complaints, in reference to tree limbs that have grown over the roadway. The canopy of trees that have grown over or close to the roadways have caused limbs to strike the tops of taller vehicles and have been an issue for the school buses and the garbage trucks (when the garbage truck strikes the limbs, the limbs pull out trash from the truck and it scatters alongside the roadways). This is an issue that has occurred on several roadways throughout the Town.

I seek a resolution from the council to trim said tree canopies back off the roadway to make it safer for vehicle travel. Discussing areas of need, cost and from what fund to allocate money to complete the project. I would like to also seek clarity in the three bids scope. If we have already hired a company in the past to do our tree trimming do we have to receive three bids or can we fall back on past contracts?

Thank you,

Chief W. Hoagland

Interim Public Works Director

TREES TO BE TRIMMED

Virginia/561

Monroe street between Virginia & Orange Blossom

Orange Blossom/Woodland

Florida/ Carson

Florida/ Washington

Florida/ Madison

25036 Madison

Delaware/Madison/Park AV.

Across from 13025 Florida AV.

Jefferson/Florida Southeast Corner

13201 Massachusetts AV.

Jefferson/Tennessee-North/West side

Across from 13410 Alabama AV.

RESOLUTION 2025-02

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

WHEREAS, Article II, Section 2 of the Town Charter of Astatula states that the Town Council shall establish its own rules and order of business; and

WHEREAS, the Town Council has previously adopted “Astatula Town Council Rules of Order,” with the latest amendment approved and effective on December 13, 2022, through Resolution 2022-33; and

WHEREAS, the Town Council has determined that an amendment to the adopted Rules of Order clarifying working day from calendar day and providing additional time for adding to and reviewing the agenda for regular and special meetings of the Town Council will be beneficial to Town business.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Astatula, Florida that:

Section 1. Amendment. Changes are shown as strikethrough for deletions and underline for additions to existing Rule of Order sections. The notation “* * *” shall mean that all preceding or subsequent text remains unchanged (excluding any renumbering or relettering that might be needed). Thereby the Town Council of Astatula hereby amends Section 11 of the Rules of Order titled “Order of Business” to read as follows:

11. Agendas

- a) In order to facilitate the orderly conduct of business, the Town Clerk, with consultation from the Mayor, will prepare an agenda for each Council meeting. An "agenda" will consist of an agenda summary sheet listing items to be considered at a meeting.
- b) Subject to these rules, items of business may be placed on a regular meeting agenda by the Mayor, any Council Member, the Town Clerk or the Town Attorney. Except as provided in Section 3, Emergency Meetings, the Town Clerk will not change or supplement the agenda after 5:00 p.m. ~~three (3)~~ two (2) business days, (typically a Friday) before the scheduled Council meeting. Except as provided in Section 3, Emergency Meetings, ~~the~~ Town Clerk must make any and all changes or additions to the agenda before 5:00 p.m. ~~three (3)~~ two (2) business days before the Council meeting and then publicly post the agenda in accordance with applicable law.
- c) When a Council Member wishes to place an item on the regular meeting agenda, the item will must be presented to the Town Clerk's office with all supporting documentation no later than five seven (7) business days preceding the Council meeting (typically the Friday before the final agenda is due and publicly posted) so that the information may be included as part of the regular draft agenda. ~~Which~~ The draft agenda will then be distributed to the

Council members preceding the meeting the next business day after review and consultation with the Mayor. Consultation with the Mayor will be accomplished by providing the agenda with supporting documents to the Mayor via email or hard copy as soon as possible the next business day after agenda items are due, but no later than noon (12 PM). The Mayor will then have the opportunity to provide feedback and adjust the Order of Business before the Town Clerk or designee provides the agenda, with supporting documentation, to the rest of the Council members before the next business day. This will provide all Council members with a reasonable amount of time to review, prepare, make adjustments or withdrawals of their items, or ask questions of Town staff prior to the agenda being finalized and posted publicly two (2) business days prior to the regular meeting (typically the Friday before a Tuesday meeting).

- d) Any agenda item which has been noticed to the public can only be removed from the agenda with the approval of the Town Council.
- e) No item will be placed on an agenda which is substantially similar to an item voted upon by the Council within the last nine months unless three or more Council Members agree. During other business at a regular Council meeting, the Council will discuss and vote on whether such an agenda item should be formally reconsidered by the Council on a future agenda.
- f) The draft agenda for each regular meeting will be delivered by the Town Clerk, or their designee, to each Council member via email with attachments or hard copy so as to provide proper time at least five (5) business days prior to the meeting in order for the member to study the agenda and make any changes. If a file is too large or impractical to deliver to Council members via email, the Clerk will make the item available at Town Hall for review and inspection. Generally, the agenda should be delivered no later than four (4) days prior to the meeting or delivered so as to provide for the study of the agenda by the members. The agenda with supporting documents for a special meeting will be delivered at least forty-eight (48) hours two (2) business days before the meeting, consistent with provisions calling for special meetings.
- g) The Council will transact business according to the final agenda prepared by the Town Clerk and submitted to all Council members noticed to the public two (2) business days prior to in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.
- h) If any Council member, the Town Clerk, or Town Attorney wishes to add an agenda item after the seven (7) business day deadline, the item and supporting documents will be sent to the Town Clerk with an explanation for the lateness and the reason why the item must be presented at the next Regular Meeting. The Town Clerk will then provide those materials with the request for the item to be placed on the agenda late to the Mayor as soon as possible. The Mayor will then decide whether or not to add the item to the agenda, request a Special Meeting for the item, or place the item on the next available Regular Meeting agenda. In order to fully comply with Chapter 286, Florida Statutes, (commonly referred to as the "Florida Sunshine Law," no communication between the Mayor and a requesting Council member will occur.) Under no circumstance will an item be added or deleted from an agenda after it has been publicly noticed.

- i) For purposes of these rules, a “business day” shall be defined as Monday through Friday, excluding weekends, federal, state, and local public holidays. Further, the day of the Regular or Special Meeting shall not be included in calculating the number of days required.

* * *

Section 2. The amended Rules of Order shall be effective until amended by the Town Council. All other portions of the Rules of Order not amended by the Resolution are hereby ratified and confirmed.

Section 3. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of the Resolution.

Section 4. All previous resolutions, which conflict with the provisions of this Resolution, are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall become effective upon adoption.

DONE AND RESOLVED this 11th day of March, 2025 by the Town of Astatula, Florida.

Zane Teeters, Mayor

ATTEST TO:

Jennifer Tucker, Town Clerk

Approved as to form and legality:

David Langley, Town Attorney

Council Member _____ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member _____ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Council Member Wilbur		
Council Member MacQueen		
Council Member Quiros		

RESOLUTION 2025-__

A RESOLUTION OF THE TOWN COUNCIL OF ASTATULA, LAKE COUNTY, FLORIDA, AUTHORIZING THE MAYOR TO MAKE DEBIT CARD PURCHASES FOR TOWN EXPENDITURES RELATED TO TOWN PARKS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Astatula (“Town”) operates under financial policies and procedures to ensure fiscal responsibility and accountability; and

WHEREAS, certain Town expenditures require timely processing, and the use of a debit card for specific transactions by the Mayor would facilitate efficient financial management while maintaining transparency and oversight; and

WHEREAS, the Town Council desires to authorize the Mayor to make debit card purchases on behalf of the Town’s parks and Town sponsored special events, while maintaining compliance with applicable law, the Town of the “Astatula Purchasing Policy and Procedure” and any other applicable financial controls or requirements.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Astatula, Florida that:

Section 1. Authorization to Use Debit Card. Chapter 38 of the Code of the Town of Astatula, Florida authorizes the Mayor of Astatula to supervise the operation and maintenance of Town parks. Therefore, as a quasi-Department Head, the Mayor is hereby authorized to use a Town-issued debit card for Town park operation and maintenance expenses strictly in accordance with the financial policies and procedures established by the Town in the “Astatula Purchasing Policy & Procedure” and any future amendments of that Policy applicable to Department Heads. Further, in order to efficiently plan, coordinate, and direct Town sponsored special events with the Town staff, the Mayor shall be authorized to make approved and budgeted purchases for said events.

Section 2. Compliance with Purchasing Policy and Procedure.

a) All debit card transactions must comply with the Town’s Purchasing Policy & Procedure.

b) The Mayor must provide proper documentation and approval of all purchases in accordance with the Town Parks and Recreation budget and the budget for any Town sponsored special events.

c) The Mayor shall adhere to the spending thresholds in the Town’s Purchasing Policy & Procedure as a Department Head for Parks and Recreation and for any purchases made for Town sponsored events. Specifically, if an expenditure is approved through the Town’s fiscal year budget, the Mayor may spend up to \$2,500. Any purchases over \$2,500 must be placed on the next available Regular Meeting agenda and presented to the Town Council with a minimum of three bids or justification for sole sourcing the expenditure.

d) The Mayor shall retain and submit all receipts and documentation for each debit card transaction to the Town Clerk and in accordance with the Town's financial reporting requirements.

Section 3. Permitted Uses and Spending Limits. The Mayor's debit card shall be used only for expenditures related to operation and maintenance of the Town parks and Town sponsored events. This includes supplies, equipment, and services necessary for Town park operations and maintenance and Town sponsored events. The debit card will not be used for travel expenses related to official municipal duties or any other Town purchase. Any unauthorized or improper use of the debit card shall be made an agenda item at the next Regular Meeting and subject the Mayor to corrective action by the Town Council, including revocation of debit card privileges and personal reimbursement of funds.

Section 4. Record-keeping and Oversight. The Town Clerk, or designated financial officer, shall conduct regular reconciliations of all debit card transactions to ensure compliance with the Town budget, policies, and applicable law. A copy of each debit card purchase, including invoice and purchase order documentation, shall be maintained as part of the official financial records of the Town. The Mayor's debit card transactions shall be included in financial reports reviewed by the Town Council at Regular Meetings.

Section 5. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of the Resolution.

Section 6. All previous resolutions, which conflict with the provisions of this Resolution, are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective upon adoption.

DONE AND RESOLVED this 11th day of March, 2025 by the Town of Astatula, Florida.

Zane Teeters, Mayor

ATTEST TO:

Jennifer Tucker, Town Clerk

Approved as to form and legality:

David Langley, Town Attorney

Council Member _____ moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member _____ and upon roll call on the motion the vote was as follows:

COUNCIL MEMBER	YEA	NAY
Mayor Teeters		
Vice-Mayor Boyd		
Council Member Wilbur		
Council Member MacQueen		
Council Member Quiros		

Responsibilities and Duties of Mayor
Town of Astatula, Florida

<p>Policy and Procedure Manual, 1.2</p> <p>Scope</p>	<p>These regulations shall apply to all employees of the Town of Astatula. Volunteer firefighters, the elected Mayor and Council Members are not covered unless specifically indicated otherwise.</p>
<p>Policy and Procedure Manual, 1.7.3</p> <p>Office Procedure</p>	<p>Only the Clerk, Town Code Enforcer, the Mayor, and/or Council Members are permitted in the Clerk’s office unless Town business is being conducted.</p>
<p>Policy and Procedure Manual, 7.22</p> <p>Bereavement leave</p>	<p>Such employees may also apply for additional accrued annual leave if they desire additional time for bereavement purposes. The additional leave will be chargeable to sick leave and/or vacation leave, and may only be granted at the discretion of the Mayor with input from Department Head, or supervisor.</p>
<p>Policy and Procedure Manual, 14.3.2</p> <p>Disciplinary Actions: Suspensions</p>	<p>Notice of the charge or charges against the employee shall be specific and include the date, time, place and nature of the violation or misconduct charged in sufficient detail to provide the employee an opportunity to prepare a defense. Such notice shall be signed by the department head and the mayor.</p>
<p>Policy and Procedure Manual, 14.5</p> <p>Code of Conduct: Group III Offenses (Grounds for Immediate Dismissal/ Termination)</p>	<p>a) Incompetence in the performances of assigned duties in an employee’s position. b) Insubordination in the refusal to perform work assigned or to comply with written or verbal instructions of the supervisor/ Mayor and/or Council Members.</p>

<p>Article III, Sec. 1</p> <p>The Town Council and Mayor</p>	<p>The registered voters of the Town shall elect the Mayor for a period of two years. The Mayor shall preside at meetings of the Council, and shall have the power to enforce such rules as may be adopted by the Council for its government, and shall be recognized as the head of the Town government for service of process, execution of contracts, deeds and other documents, and as the Town official designated to represent the Town in all agreements with other governmental entities or certifications to other governmental entities.</p>
<p>Article III, Sec. 2.66</p> <p>Finance: Signing of Checks</p>	<p>All checks drawn on an account held by the town over the amount of \$2,500.00 shall be co-signed by the mayor. Should the mayor not be available for a 24-hour period, the vice-mayor is authorized to co-sign. Two or more checks may not be written to the same payee within a 30-day period to avoid the co-signing requirement. If the town clerk is unavailable for a 24-hour period, the mayor and vice-mayor may execute checks.</p>
<p>Ch. 5, Sec. 5-4</p> <p>Cemeteries: Role of Cemetery Committee</p>	<p>The committee shall report directly to the town council; however, its chairperson may confer with the mayor and town clerk when necessary. Final decisions regarding the fees set forth by the town council for the cemetery rests solely with the town council.</p>
<p>Ch. 5, Sec. 5-5</p> <p>Cemeteries: Daily Operation of Town Cemetery</p>	<p>The mayor and town clerk shall be responsible for the daily operation and maintenance of the town cemetery under the supervision of the town council, including, but not limited to, enforcement of all rules, maintaining order, utilizing employees of the town to care for the cemetery, to expel from the cemetery all improper persons or those who violate any rules, and to refuse admission to any person or use of materials when deemed such action is necessary.</p>
<p>Ch. 5, Sec. 5-6</p> <p>Cemeteries: Deposit of Funds</p>	<p>The mayor or town clerk shall deposit all funds in the general fund of the town.</p>
<p>Ch. 5, Sec. 5-6</p> <p>Cemeteries: Deposit of Funds</p>	<p>All withdrawals from any account shall be countersigned by the council member overseeing the finance department of the town or the town clerk and the mayor.</p>

<p>Ch. 5, Sec. 5-7</p> <p>Cemeteries: Eligibility for Burial at Town Cemetery</p>	<p>Certificates will be issued by the mayor or town clerk.</p>
<p>Ch. 5, Sec. 5-9 (a)</p> <p>Cemeteries: Burial</p>	<p>If a cemetery plot has not been previously reserved or assigned, and one is available, the mayor or town clerk shall assign an unreserved plot in accordance with the provisions of this chapter. The town clerk or mayor shall issue a certificate of interment to the personal representative or surviving relative when presented proof of a certificate of reservation and proper payment thereof, to the town.</p>
<p>Ch. 23, Sec. 23-7 (A)</p> <p>Unightly and Nuisance Yards: Notice to Abate Violations</p>	<p>Should any property located within the town be maintained in violation of section 23-3, the mayor or designee shall direct a notice to the owner of such property requesting that the violation be abated and advising the owner that the town will abate the violation within 14 days after the notice is received if the owner fails to abate the violation within the 14-day period.</p>
<p>Ch. 23, Sec. 23-7 (B)</p> <p>Unightly and Nuisance Yards: Notice to Abate Violations</p>	<p>In lieu of proceeding under the provisions of this section and section 23-8, the mayor, in the mayor's or designee's sound discretion, may refer a violation of section 23-3 to the code enforcement officer for the institution of appropriate proceedings.</p>
<p>Ch. 32, Sec. 32-1 (c)(1)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>Any person or entity desiring to install, place, construct or replace any improvement in a town right-of-way shall obtain prior to commencement of any work a permit for such activity issued by the mayor or his or her designee on terms and conditions as defined below or specified as a condition of the permit.</p>
<p>Ch. 32, Sec. 32-1 (c)(2)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>Any such person or entity shall first obtain the written approval of, and all other necessary permits from, all appropriate town agencies, including, but not limited to, the mayor or his designee. Applications for such approval shall be made in the form prescribed by the town.</p>

<p>Ch. 32, Sec. 32-1 (c)(7)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>Permits shall include acknowledgement terms established by the town attorney and shall be approved by the mayor or his or her designee.</p>
<p>Ch. 32, Sec. 32-1 (c)(8)(b)</p> <p>Use of and/or Construction in Town Rights-of-Way: Time Limitations</p>	<p>After issuance of the permit, the permittee shall notify the mayor or his designee a minimum of two business days prior to commencing construction. This notification will allow for scheduling of inspections. If a road closure is required, the permittee shall submit with the permit application a maintenance of traffic (MOT) plan to include all proposed road closures and an expected time duration for each closing. Unless approved otherwise by the mayor or his designee, road closures shall require separate approval by the mayor or his designee and a minimum of three business days' prior notification before the commencement of construction.</p>
<p>Ch. 32, Sec. 32-1 (c)(9)(a)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>It shall be the duty and responsibility of each applicant for a permit under this section to: Make a written application for permit with the mayor or his designee on such forms as the town shall prescribe. The mayor or his designee shall review the application and plan and issue a decision or comments for revision. Upon recommendation of approval from the mayor or his designee, the town will issue a permit providing all conditions of the permit application have been met and all required fees, deposits and certificates from the applicant have been received. No work shall commence until the mayor or his designee has approved the application and the applicant has paid and provided all fees, deposits and certificates required by this section.</p>

<p>Ch. 32, Sec. 32-1 (c)(9)(h)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>It shall be the duty and responsibility of each applicant for a permit under this section to: Keep the original copy of the permit and an approved copy of the plan in the possession of the party actually doing the work, and when required, show such copy to the mayor or his designee, duly authorized inspectors or, in the instances of county and state roads, to the respective inspectors representing these authorities.</p>
<p>Ch. 32, Sec. 32-1 (c)(9)(i)</p> <p>Use of and/or Construction in Town Rights-of-Way: Permits Required</p>	<p>It shall be the duty and responsibility of each applicant for a permit under this section to: Agree to perform the work, in accord with the permit conditions, the regulations established under this section and such further conditions as may be imposed by the mayor or his designee.</p>
<p>Ch. 32, Sec. 32-1 (d)(1)</p> <p>Use of and/or Construction in Town Rights-of-Way: Bonds</p>	<p>A performance bond, or other financial security, in form, content and execution approved by the town attorney, may be required to protect the town so that the specified work is completed, or when damages to the right-of-way or any public property have occurred and not repaired in accord with good engineering practices or when the work is nonconforming as determined by the mayor or his designee.</p>
<p>Ch. 32, Sec. 32-1 (d)(2)</p> <p>Use of and/or Construction in Town Rights-of-Way: Bonds</p>	<p>If the work in question exceeds a value of \$2,000.00, the bond amount shall be increased by the difference plus ten percent of that difference. If said work remains incomplete after 30 days, or otherwise as approved in writing by the mayor or his designee, the bond will be forfeited.</p>
<p>Ch. 38, Sec. 38-1 (a)</p> <p>Municipal Parks Rules and Regulations</p>	<p>The municipal park shall be operated and maintained under the supervision of the mayor.</p>

<p>Ch. 38, Sec. 38-1 (b)</p> <p>Municipal Parks Rules and Regulations</p>	<p>The mayor shall see to the operation and maintenance of the park and shall perform his duties subject to the supervision of the town council.</p>
<p>Ch. 38, Sec. 38-1 (c)</p> <p>Municipal Parks Rules and Regulations</p>	<p>The mayor shall have supervision over all employees concerned in the maintenance of such park and they shall perform their duties under his supervision.</p>
<p>Ch. 42, Sec. 42-43</p> <p>Authority of Town Council to Grant Exclusive Franchise</p>	<p>All franchise agreement and any renewals, extensions and amendments thereto shall be granted only by ordinance. Upon passage and adoption the town clerk or mayor shall have the authority to execute the exclusive franchise agreement.</p>
<p>Ch. 54, Sec. 54-67</p> <p>Determination of Streets to be Used by Commercial Vehicles</p>	<p>The mayor shall determine which municipal streets are used by commercial motor vehicles and shall report to the town council the name of each street that is hazardous because of commercial motor vehicle traffic</p>
<p>Ch. 59, Sec. 59-2.2.8</p> <p>Review of Applications and Plans: Objections/ Appeal</p>	<p>Any objection to any invoice or to any matter set forth in this section, including the amount of a Review Deposit, must be set forth in writing and addressed and delivered to the mayor on or before the tenth day after the date of the relevant invoice. In the event the mayor denies the objection in writing, the Applicant shall have ten days after the date of the mayor's written decision to file an appeal of such decision with the Town Clerk, which appeal shall be heard by the Town council at the next regularly scheduled council meeting.</p>
<p>Ch. 59, Sec. 59-2.2.10</p> <p>Review of Applications and Plans: Change of Ownership</p>	<p>An Applicant shall provide prompt written notice to the mayor in the event of a change in Ownership of all or a portion of a lot, tract, or parcel of real property with respect to a pending Application or project.</p>

<p>Ch. 59, Sec. 59-2.2.12(3)(a)</p> <p>Review of Applications and Plans: Liens</p>	<p>The mayor is granted the authority to record liens consistent with this section in the public records of Lake County, and may include in such liens all recording costs, interests, costs of mailing pursuant to this section, and attorney fees incurred by the Town associated with such liens.</p>
<p>Ch. 59, Sec. 59-2.2.12(3)(b)</p> <p>Review of Applications and Plans: Liens</p>	<p>Within ten days after a lien against a property is recorded in the public records of Lake County, the mayor, or designee, shall mail by certified mail with a return receipt requested, and U.S. mail to the property Owner of record a notice of lien, informing the property Owner of the existence of the lien, the amount of the lien plus accrued interest and penalties, if any, and the services rendered by the city for which such lien was imposed.</p>
<p>Ch. 59, Sec. 59-4.1.1</p> <p>Zoning Regulations: Mapping District</p>	<p>All changes to the district boundaries, as approved by the Town Council shall be noted on the map, dated and signed by the Mayor.</p>
<p>Ch. 59, Sec. 59-5.3.3 (G)</p> <p>Required Submittals</p>	<p>The requirement of a tree survey may be deemed optional if a site is heavily forested. The Mayor will determine the necessity after consultation with Town staff (including planning and engineering consultants).</p>
<p>Ch. 59, Sec. 59-6.5.1(3)(b)</p> <p>Preliminary Development Plan</p>	<p>The submittals shall be reviewed by the Consultants and a written report will be forwarded to the Mayor for his/her review.</p>
<p>Ch. 59, Sec. 59-6.7.1 (3) (j)</p> <p>Final (Record) Plat</p>	<p>Upon approval by the Town Council, the plat shall be submitted to the Mayor for the Mayor's signature within 30 days of determination of compliance.</p>
<p>Ch. 59, Sec. 59-6.7.3</p> <p>Final (Record) Plat</p>	<p>The linen, or equivalent material copy, of the approved final plat will be retained by the Town for the purpose of recording with the Clerk of the Circuit Court of Lake County after approval by the Mayor and Planning and Zoning Commission.</p>

<p>Ch. 59, Sec. 59-7.9.7</p> <p>Fence Requirements</p>	<p>The construction of any fence shall require a building permit from the Town of Astatula. Before the building permit is issued, the applicant shall submit his / her plans which shall show the dimension of the property, the type of fence proposed to be constructed and its location on the property. Upon approval by the Mayor or designee, a building permit may be issued.</p>
<p>Ch. 59, Sec. 59-8.8.13</p> <p>Landscaping and Buffer Regulations</p>	<p>The Mayor or designee may require the removal of any tree or landscaping which constitutes imminent danger to the safety of the public.</p>
<p>Ch. 59, Sec. 59-9.1.2</p> <p>Signs</p>	<p>No permit for a sign shall be issued except in conformity with the provisions of this ordinance as administered by the Mayor or designee.</p>

Responsibilities and Duties of Town Clerk
Town of Astatula, Florida

<p>Policy and Procedure Manual, 1.3</p> <p>Town Responsibilities and Authority</p>	<p>The Town Council and Mayor work together to establish operations and services of the Town under the budget established yearly by the Council with the assistance of the Town Clerk.</p>
<p>Policy and Procedure Manual, 1.7.3</p> <p>Office Procedure</p>	<p>Only the Clerk, Town Code Enforcer, the Mayor, and/or Council Members are permitted in the Clerk's office unless Town business is being conducted.</p>
<p>Policy and Procedure Manual, 2.6</p> <p>Solicitation</p>	<p>Council meetings, workshops, agendas, minutes of previous meeting, notices pertinent to safety and well being of Town Residents may be posted by the Town Clerk.</p>
<p>Article I Town Boundaries; Corporate Authority</p> <p>Sec. 1 Town created boundaries</p>	<p>A description of the Town boundaries shall be on file with the Town Clerk.</p>
<p>Article II The Town Council</p> <p>Sec. 1 The Town Council and Mayor</p>	<p>Candidate nominating petitions for Town Council elections shall be filed with the Town Clerk no earlier than noon, the 92nd day prior to the date of the general or special election, but not later than noon on the 81st day prior to the date of the general or special election date for which qualifying is being sought.</p>
<p>Article II The Town Council</p> <p>Sec. 2 Vacancies; forfeiture of office; filling of vacancies</p>	<p>Council Members desiring to run for Mayor must submit their resignation prior to the first day of qualifying to run for another position to the Town Clerk.</p> <p>The signatures must be received no later than noon of the 81st day prior to the election. Said signatures shall be verified by the clerk no later than the last day of the qualifying period.</p>

Article II The Town Council

Sec. 3 Financial Procedures

(b) Budget. The budget shall provide a complete financial plan of all Town funds and activities for ensuing fiscal year and, except as required by law or the Charter, shall be in such a form as the Town Clerk deems desirable or the Council may require. In organizing the budget, the Town Clerk shall receive from each department their budget request by July 1, with the first budget meeting being held within 15 days of the July Council meeting.

(c) Supplemental appropriations. If, during the fiscal year, the Town Clerk certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Council by resolution may make supplemental appropriations for the year up to the amount of such excess.

(d) Reduction of appropriations. If at any time during the fiscal year it appears probable to the Town Clerk that the revenues available will be insufficient to meet the amount appropriated, the Town Clerk shall report to the Council immediately, indicating the estimated amount of the deficit, any remedial action taken by the Town Clerk and recommendations as to any other steps to be taken.

(e) Transfer of Appropriations. Upon written request by the Town Clerk or by action of the Town Council, the Town Council may, by resolution transfer part or all of any unencumbered appropriation balance among programs within a department, office, or agency or to another department, office or agency.

<p>Article II The Town Council</p> <p>Sec. 5 Administrative</p>	<p>The Town Clerk shall be responsible to the Council for the proper administration of the Town as stated by the Town Council and to the end may be required to:</p> <p>(a) Attend all Council meetings and shall have the right to take part in discussion but may not vote.</p> <p>(b) See that all laws, provisions of this Charter and acts of the Council are faithfully executed.</p> <p>(c) Perform such other duties as are specified in this Charter or may be required by the Council.</p> <p>(d) He/she shall be required to furnish bond in such amount as may be required by the Town Council; which shall be paid for by the Town.</p> <p>(e). Prepare the budget annually and submit it to the Council and be responsible for its administration after adoption, subject to guidelines established by the Town Council.</p> <p>(f). Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.</p> <p>(g). Keep the Council fully advised as to the financial condition and future needs of the Town and make such recommendations to the Council concerning the affairs of the Town as may be deemed desirable or necessary.</p> <p>(h). Sign contracts on behalf of the Town pursuant to the provisions of appropriations, ordinances, and guidelines established by Council.</p> <p>(i). The Town Clerk shall conduct all Town elections.</p> <p>G)[(j)]. Additional duties as set forth by the Council in the Policy and Procedure manual.</p>
<p>Article IV Miscellaneous Provisions</p> <p>Sec. 2 Actions Against the Town</p>	<p>No action shall be maintained against the Town for damage, injury, death or other loss arising out of accident, or the alleged failure to keep in proper condition any public properties or places, or any alleged or imputed negligence of the Town or any of its officers or employees unless: Written notice of such loss shall have been given to the Town Clerk within fifteen (15) days after the occurrence of the accident or other event causing the loss by the injured party or their agent or attorney</p>

<p>Chapter 2 Administration</p> <p>Article I In General</p> <p>Sec. 2-1 Fees for petitions to use, regulate or develop land</p>	<p>(c) All fees shall be collected by the town clerk at the time the petition is filed.</p>
<p>Chapter 2 Administration</p> <p>Article III Finance</p> <p>Sec. 2-66 Signing of checks</p>	<p>All checks drawn on an account held by the town over the amount of \$2,500.00 shall be co-signed by the mayor. Should the mayor not be available for a 24-hour period, the vice-mayor is authorized to co-sign. Two or more checks may not be written to the same payee within a 30-day period to avoid the co-signing requirement. If the town clerk is unavailable for a 24-hour period, the mayor and vice-mayor may execute checks.</p>
<p>Chapter 2 Administration</p> <p>Article V Town Facilities</p> <p>Sec. 2-210 Enforcement and penalties</p>	<p>The provisions of this division may be enforced by the town police department, public works department, the code enforcement department, the town clerk, and /or town staff when applicable.</p>
<p>Chapter 2 Administration</p> <p>Article VI Town Seal, Logo, Letterhead</p> <p>Sec. 2-235 Prohibitions</p>	<p>The town clerk of the town is the custodian of the town seal.</p>
<p>Chapter 2 Administration</p> <p>Article VI Town Seal, Logo, Letterhead</p> <p>Sec. 2-237 Penalty</p>	<p>The town, through the town clerk, may immediately revoke a person or entity's previously authorized use of the town seal or town logo upon finding false or inaccurate information was submitted on its application to the town requesting authorization to use the town seal or town logo.</p>
<p>Chapter 5 Cemeteries</p> <p>Sec. 5-2 Creation of a cemetery committee; appointment; terms; meetings</p>	<p>A secretary shall be appointed to keep minutes of each meeting. The minutes shall be filed of record with the clerk of the town.</p>

<p>Chapter 5 Cemeteries</p> <p>Sec. 5-4 Role of cemetery committee</p>	<p>The committee shall report directly to the town council; however, its chairperson may confer with the mayor and town clerk when necessary.</p>
<p>Chapter 5 Cemeteries</p> <p>Sec. 5-5 Daily operation of town cemetery</p>	<p>The mayor and town clerk shall be responsible for the daily operation and maintenance of the town cemetery under the supervision of the town council, including, but not limited to, enforcement of all rules, maintaining order, utilizing employees of the town to care for the cemetery, to expel from the cemetery all improper persons or those who violate any rules, and to refuse admission to any person or use of materials when deemed such action is necessary.</p>
<p>Chapter 5 Cemeteries</p> <p>Sec. 5-6 Deposit of funds</p>	<p>The mayor or town clerk shall deposit all funds in the general fund of the town. A separate ledger shall be kept by the town clerk showing deposits to and withdrawals from the fund.</p> <p>All withdrawals from any account shall be countersigned by the council member overseeing the finance department of the town or the town clerk and the mayor.</p>
<p>Chapter 5 Cemeteries</p> <p>Sec. 5-7 Eligibility for burial at town cemetery</p>	<p>a) No person shall be buried in the cemetery of the town until the personal representative or surviving relative of the deceased has presented a certificate of reservation and filed a request for interment with the town clerk.</p> <p>b) A copy of the certificate of interment shall be kept on file with the town clerk in the Astatula town hall.</p>
<p>Chapter 13 Business Tax</p> <p>Sec. 13-3 Business tax receipt required</p>	<p>No person shall engage in any business, profession, occupation, trade, or industry within the town without first having procured a business tax receipt from the town clerk.</p>
<p>Chapter 13 Business Tax</p> <p>Sec. 13-5 Business tax receipt issuance</p>	<p>Upon approvals required in this section, the town clerk, or designee will notify the applicant that the business tax receipt is approved for issuance.</p>
<p>Chapter 13 Business Tax</p> <p>Sec. 13-9 Duplicate business tax receipts</p>	<p>Duplicate business tax receipts may be issued by the finance director or designee. A fee on file in the town clerk's office will be assessed for each duplicate business tax receipt issued.</p>

<p>Chapter 15 Sales</p> <p>Sec. 15-4 Permit Required; application; contents</p>	<p>No person, either alone or jointly with another, or any entity of any nature, shall conduct any open air sales without having first obtained a permit to do so from the town clerk.</p>
<p>Chapter 15 Sales</p> <p>Sec. 15-5 Issuance, expiration, exhibition of permit.</p>	<p>If, upon an investigation reasonably made, the town clerk ascertains and determines that the applicant for a permit required by this section is a person of good moral character and proposes to engage in a lawful, commercial or professional enterprise permitted by this chapter, the town clerk shall issue the permit.</p>
<p>Chapter 23 Unsightly and Nuisance Yards</p> <p>Sec. 23-8 Abatement of violation by town</p>	<p>D. Should the owner fail to pay the amount shown on the invoice within 30 days from the date of the owner's receipt of the invoice or within 30 days of the invoice being returned unclaimed, the town clerk shall record a notice of lien for the amount of the assessment in the public records of Lake County, Florida.</p>
<p>Chapter 23 Unsightly and Nuisance Yards</p> <p>Sec. 23-9 Enforcement</p>	<p>The town clerk may also institute abatement proceedings as provided for in this chapter.</p>
<p>Chapter 27 Permitting Special Events</p> <p>Sec. 27-3 Definitions</p>	<p>Classification means categories events are placed in based on the impact the event may have on town residents and town services. Classifications shall be assigned by the town clerk, using the classifications and criteria listed below.</p> <p>Any "class A" permit for an event held on public property must be approved by the town council. The permit application with recommendations made by the town clerk will be presented for action by the town council after the planning meeting has taken place.</p>

Chapter 27 Permitting
Special Events

Sec. 27-5 Application for
special events; time for
submission; contents

(a) Any person or entity desiring to hold a "special event" within the town, shall submit an application to the town clerk.

(d). Upon receipt of a completed application, the town clerk shall review same and determine if the proposed event should be classified as a class A event, a class B event, or a class C event, as these categories are defined in [section 27-5](#).

(i). The town clerk shall schedule a post-event review meeting within 30 days after the close of a class "A" event, and may schedule a post-event review meeting within 45 days after the close of a class "B" event, which shall include the special events committee and the applicant and/or representatives.

Chapter 27 Permitting
Special Events

Sec. 27-6 Permit issuance;
fees

(a) If an application for a class "A" or class "B" permit is approved, the town clerk shall notify the applicant of same in writing and shall provide the applicant with a written summary of the permit's terms, conditions, and limitations, which shall include, but not be limited to, a listing of all fees and costs to be assessed in conjunction with the issuance of the permit. If the application for a class "A" or class "B" permit is denied, the town clerk shall notify the applicant in writing of same and of the reason specified as the basis for the denial.

(e) The town council has the right to waive or reduce fees for applicants who meet the definition of charitable organizations. Any applicant may request any or all fees for town services be reduced or waived by the town council for class B or C special events of less than eight hours in duration, which involve no commercial benefit to any enterprise. All such requests must be in writing and provided to the town clerk for placement on the council agenda at a meeting to be held prior to the event.

(f) Payment of all fees and "estimated" fees shall be due at least 14 days prior to the first day of the event. Any fee that is "estimated" shall be precisely calculated as soon as information necessary to said calculation is available, but not later than 30 days after the event has concluded. The town clerk shall then notify the applicant of the variance between the estimated fee and the actual fee, and shall within 30 days thereafter, refund to the applicant the amount of any "surplus" fee collected or, collect from the applicant the amount of any fee "deficit."

(i) Proof of issuance of any such "additional" permits or authorizations shall be provided to the town clerk at least five business days prior to the first day of the special event.

(j) Notice of said "noncompliance" shall be communicated immediately to the applicant or designee by the town clerk or designee, or the chief of police or designee. The town clerk or designee, or the chief of police or designee may then suspend the event, if the noncompliance is not remedied or until the noncompliance is remedied.

<p>Chapter 27 Permitting Special Events</p> <p>Sec. 27-7 Indemnification/ insurance; liquor liability insurance</p>	<p>At least seven days prior to the first day of any special event or recurring event, the applicant shall furnish to the town clerk proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the town as "additional insured."</p>
<p>Chapter 27 Permitting Special Events</p> <p>Sec. 27-34 Miscellaneous requirements</p>	<p>(2) Notification of neighboring properties. Class A event organizers are required to provide written notification to all town residents located within 1,500 feet of the property on which the special event will occur. This notification shall include the date(s), type of the event, area to be impacted, estimated attendance security measures and any activities of the event that may impact the property owners of neighboring properties. Applicants must provide the town clerk a copy of the letter; a list of names and addresses of those notified; and if the notice is hand delivered, a notarized affidavit certifying that the letter was delivered a minimum of 15 days prior to the event.</p>
<p>Chapter 39 Impact Fees</p> <p>Sec. 39-8 Refund of fees paid</p>	<p>(a) If a building permit expires or is cancelled without development commencing, the impact fee payer shall be entitled to a refund, without interest, of the impact fees paid. The impact fee payer shall submit a written request for such a refund to the town clerk or his designee within 60 days of the expiration of the building permit.</p> <p>(b)(2) If impact fees have not been expended or encumbered by the end of the calendar quarter immediately following ten years from the date the impact fees were paid, upon application of the impact fee payer of proof of payment, the fees shall be returned without interest in accordance with the following procedure:</p> <p>The petition must be submitted to the town clerk or his designee and must contain...</p>
<p>Chapter 39 Impact Fees</p> <p>Sec. 39-9 Appeals</p>	<p>The town clerk or his designee shall consider all facts material to the appeal and provide such information to the town council.</p>
<p>Chapter 39 Impact Fees</p> <p>Sec. 39-11 Waiver of impact fees</p>	<p>From time to time, the town council may by ordinance adopt a moratorium to waive the collection of impact fees. Such ordinances will be on file with the town clerk.</p>

<p>Chapter 42 Solid Waste</p> <p>Article II Collection and Disposal</p> <p>Sec. 42-33 Mandatory collection by town</p>	<p>(d) Any person claiming an exemption under this subsection shall be required, within 30 days from the effective date hereof, to deliver to the town clerk a copy of the contract for solid waste collection and disposal. No such existing contract for solid waste collection and disposal may be renewed following its expiration, at which time all collection and disposal shall be provided by the town.</p>
<p>Chapter 42 Solid Waste</p> <p>Article II Collection and Disposal</p> <p>Sec. 42-35 Establishment of special assessment district; application; payment of charges required; failure to pay</p>	<p>(e) Whenever a bill for services remains unpaid for 30 days after it has been rendered, the town clerk may file with the clerk of the court a statement of claim of lien.</p>
<p>Chapter 42 Solid Waste</p> <p>Article II Collection and Disposal</p> <p>Sec. 42-40 Construction Waste</p>	<p>The town shall order or require container service for all construction locations if the property owner or contractor does not satisfactorily provide for the removal of trash and debris. Order of said container by the town clerk shall be his sole discretion and at the expense of the property owner and/or contractor.</p>
<p>Chapter 42 Solid Waste</p> <p>Article II Collection and Disposal</p> <p>Sec. 42-43 Authority of town council to grant exclusive franchise</p>	<p>Upon passage and adoption the town clerk or mayor shall have the authority to execute the exclusive franchise agreement.</p>

<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.3 Annexation</p>	<p>1.3.2 Initiation Point. Applications for annexation must be made to the Town Clerk.</p> <p>1.3.4 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.4 Small scale comprehensive plan amendment (less than ten acres)</p>	<p>1.4.2 Initiation Point. Applications for a Small Scale Comprehensive Plan Amendment must be made to the Town Clerk</p> <p>1.4.4 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.4 Small scale comprehensive plan amendment (less than ten acres)</p>	<p>1.5.2 Initiation Point. Applications for a Large Scale Comprehensive Plan Amendment must be made to the Town Clerk.</p> <p>1.5.4 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.6 Rezoning</p>	<p>1.6.2 Initiation Point. Applications for Rezoning must be made to the Town Clerk.</p> <p>1.6.4 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p>

<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.9 Conditional uses</p>	<p>1.9.1 Initiation Point. Applications for Conditional Use must be made to the Town Clerk.</p> <p>1.9.3 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p> <p>1.9.3 (b) Every person requesting a Conditional Use Permit shall file an application for a permit with the Town Clerk.</p> <p>1.9.3 (c) Every person requesting a Conditional Use Permit shall file an application for a permit with the Town Clerk.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article I Overview and procedures</p> <p>Sec. 59-1.10 Variances</p>	<p>1.10.1 Initiation Point. Applications for Variances must be made to the Town Clerk.</p> <p>1.10.3 Review Process. The application and any required submittals shall be submitted to the Town Clerk who will review the application to make sure it is complete.</p> <p>1.10.3 (c) Every applicant requesting a Variance shall file an application for a permit with the Town Clerk</p>

Chapter 59 Land
Development Regulations

Article I Overview and
procedures

Sec. 59-2.2 Review of
application and plans

2.2.1. Establishment and Purpose. It is hereby established that all applications and plans will be accepted by the Town Clerk and forwarded to the Town's consulting planner and consulting engineer and legal consultant for the initial review of development proposals for compliance with the provisions of this code.

2.2.3 (1) Review Deposits. In the event the initial Review Deposit is depleted when the Town pays its expenses, the Town Clerk shall notify the Applicant of such depletion all work on the Application shall cease until the deposit is replenished to the original deposit amount, unless waived pursuant to this section.

2.2.4 Project Account. Once an Application pertaining or relating to an Application has been submitted to the Town, and the total review amount has been collected, the Town Clerk, or the Town Clerk's designee, shall establish an individual project account in which the review deposit shall be deposited. When the Application is final, the Town Clerk shall make final payment for all invoices related to the Application.

2.2.5 Town Invoices. Mailing of Invoices. The Town Clerk shall, at the end of each month, calculate the costs, expenses and fees incurred by the Town for each Application for which a review deposit is required and send an invoice to the Applicant for payment.

2.2.7 Assessable costs, Expenses, and Fees. Town consultants shall submit records of their time, fees, costs, and expenses to the Town Clerk, and such fees, costs and expenses shall be invoiced to the Applicant on a dollar-for-dollar basis for services provided under the direction of the Town to review. The rates charged to the Applicant for said services shall not exceed those charged to the Town.

2.2.8 Objections / Appeal. Any objection to any invoice or to any matter set forth in this section, including the amount of a Review Deposit, must be set forth in writing and addressed and delivered to the mayor on or before the tenth day after the date of the relevant invoice. In the event the mayor denies the objection in writing, the Applicant shall have ten days after the date of the mayor's written decision to file an appeal of such decision with the Town Clerk, which appeal shall be heard by the Town council at the next regularly scheduled council meeting.

<p>Chapter 59 Land Development Regulations</p> <p>Article III Definitions</p>	<p>Town Clerk: The Town's chief administrative officer, responsible for the proper administration of all affairs of the Town. Town Clerk shall prepare budgets and be responsible for its administration after adoption, attend council meetings, may take part in discussions but does not have the power to vote, sees that all laws, provisions of the Charter and acts of council are faithfully executed, and signs contracts.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article IV Zoning Regulations</p> <p>Sec. 59-4.9 Establishment of districts</p>	<p>4.9.1 (2) (e) Agriculture - Permitted Uses. A temporary structure. On-site use of these units with permission initially from the Town Clerk and then from the Town Council.</p> <p>4.9.2 (2) (g) R-1 Single-Family Low Density Residential - Permitted Uses. A temporary structure. On-site use of these units with permission initially from the Town Clerk and then from the Town Council;</p> <p>4.9.3 (2)(h) R-2 Single-family Medium Density Residential District - Permitted Uses. A temporary structure. On-site use of these units with permission initially from the Town Clerk and then from the Town Council;</p> <p>4.9.4 (2)(f) R-3 Manufactured Housing Park - Permitted Uses. A temporary structure. On-site use of these units with permission initially from the Town Clerk and then from the Town Council.</p> <p>4.9.4 (5)(c)(1) R-3 Manufactured Housing Park. Upon completion of preliminary design plans, the developer /property owner shall contact the Town Clerk and arrange a pre-application conference between the developer /property owner and their consulting engineer and the Town's consulting planner and engineer.</p> <p>4.9.4 (5)(c)(5) The Master Park Plan shall be prepared by an architect, surveyor or land planner together with an engineer and shall be submitted to the Town Clerk on a reproducible sheet, size 24 inches by 36 inches with two prints drawn to scale and shall contain the following information</p>

<p>Chapter 59 Land Development Regulations</p> <p>Article IV Subdivision Regulations</p> <p>Sec. 59-6.3 Lot split</p>	<p>(2) After receiving a recommendation to the Town Council from the Town's Planning and Zoning Commission and upon the approval by the Town Council a title opinion prepared by a licensed attorney or a certification by a title company dated through the date of final approval must be submitted to the Town Clerk for review by the Town Attorney...</p> <p>3. Upon approval by the Town Council and approval of the Town Attorney of the title opinion the Town Clerk shall record the lot split on the appropriate maps appropriate maps and documents of the Town and shall, at the applicant's expense, record the lot split in the public records of Lake County, Florida.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article IV Subdivision Regulations</p> <p>Sec. 59-6.3 Lot split</p>	<p>6.5.1 Review of Preliminary Development Plan. Initial Point and Deadline. All submittals must be made to the Town Clerk in order to be reviewed by the Town's consultants and scheduled for a Planning and Zoning Commission hearing.</p> <p>6.5.1 Review of Preliminary Development Plan. Review Process. Each preliminary development plan shall follow a standard review process as outlined below: All submittals will be compiled and circulated by the Town Clerk to the consultants for review and comment.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article IV Subdivision Regulations</p> <p>Sec. 59-6.6 Final development plan</p>	<p>6.6.1 (1) Review of Final Development Plan. Initial Point and Deadline. All submittals must be made to the Town Clerk by the first Monday of any given month.</p> <p>6.6.1 (3) (a) Review Process. Each final development plan shall be subjected to a standard review process as outlined below: The Town Clerk receives all submittals, ensures that they are complete, and distributes them to the Town's consultants for review.</p> <p>6.6.2 (3) Final Development. Five copies and a digital copy each of signed and sealed final development (engineering) plans and specifications for the following improvements, both on-site and off-site shall be submitted to the Town Clerk.</p> <p>6.6.2 (5) (a). Other required submittals. Arbor Information: The location of all protected trees within road rights-of-way and easements to be cleared will be submitted to the Town Clerk, if different than shown on the preliminary plat.</p>

<p>Chapter 59 Land Development Regulations</p> <p>Article IV Subdivision Regulations</p> <p>Sec. 59-6.7 Final (record) plat</p>	<p>6.7.1 (1) Initial Point and Deadline. All submittals must be presented to the Town Clerk by the first Monday of any given month.</p> <p>6.7.1 (3)(a) The Town Clerk receives all submittals, ensures that they are complete, and distributes them to the Town's consultants for review.</p> <p>6.7.3 Recording of Final (Record) Plat. The linen, or equivalent material copy, of the approved final plat will be retained by the Town for the purpose of recording with the Clerk of the Circuit Court of Lake County after approval by the Mayor and Planning and Zoning Commission. All fees and documents required by the clerk for filing and recording of the approved final (record) plat shall be transmitted through the Town Clerk to the County Clerk when final approval is received.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article VII Design Standards</p> <p>Sec. 59-7.7 Parks and recreation</p>	<p>7.7.3 In order to obtain a determination by Council of this decision for additional lands prior to the preparation and submission of a preliminary plat, the Owner or Developer may submit the appropriate application to the Clerk for consideration by the Council who shall, if possible, make such determination within 30 days of receipt of the request.</p>
<p>Chapter 59 Land Development Regulations</p> <p>Article IX Sign Standards</p> <p>Sec. 59-9.1 Signs</p>	<p>9.1.2 Permit Required. It shall be unlawful for any person, agency, firm or corporation to erect, structurally modify (other than normal maintenance), replace or relocate within the Town of Astatula, any sign, except as exempted by this article without first obtaining a permit to do so from the Town Clerk and making payment of the permit fees as required.</p> <p>9.1.3. (A) Required Application Information. All applications for the sign permit required by this ordinance shall be made to the Town Clerk, or designee, upon forms provided by the Town and shall contain the following information</p> <p>9.1.12. Permitted Signs. The following signs are permitted in all districts as indicated, however a site plan showing the proposed location of the sign and a detailed plan for the sign must be submitted to the Town Clerk for a zoning clearance and for a building permit from the Building Official.</p>

