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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 6:31pm. Pastor Jill Loveley 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
Tom Harowski, Interim Town Planner

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

A. CITIZENS' QUESTIONS AND COMMENT

Farmer Banks Helfrich – shared farming tips on planting peanuts and the importance of taxes for sustaining government services, allowing us freedoms that we have and want.

Julia D'Arts - Founder of I Am A Safe Place. April is child abuse & sexual assault awareness month. She would like to include Astatula as a safe place and utilize the community center. She requested a non-profit rate for use of the community center. Clermont, Groveland, Minneola, Mascotte are giving a non-profit rate, \$25 - \$50.

David Quiros 25928 Dogwood Lane – expressed concerns about his water quality and issues he is facing trying to access nearby water lines.

Karen Smith –she has investigated the water issues with FGUA in the past and confirmed that residents were promised access to water in the past.

B. AGENDA REVIEW

Mayor Teeters requested to add an item under new business. The appointment of Bruce Hanowalt to the vacant seat on the Planning & Zoning Committee. Item #9 was added under new business.

C. CONSENT AGENDA

M.T. Causley Annual Renewal Contract

Motion by Mayor Teeters to approve the renewal of the contract, seconded by Councilor Quiros.

Motion approved unanimously by roll call vote.

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

Nay: None

The Mayor requested that the minutes from March 11th & 20th be removed from the consent agenda.

A motion by Mayor Teeters to table the minutes to a future meeting to have more time to review, seconded by Councilor MacQueen.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

D. STAFF REPORTS

Police Department – Chief Hoagland

Chief Hoagland opened his report with a solemn tribute to a fallen Walton County deputy, emphasizing the dangers officers face even during routine calls. He asked for a moment of silence in remembrance.

He reported that 438 cases were handled in March. He also informed the Council about the upcoming Lake County Law Enforcement Memorial, which honors fallen officers dating back to the early 1900s and will be especially poignant this year due to a local loss in June. He encouraged attendance and noted he'd share event details soon. Lastly, he announced Officer Tisdale's resignation.

Interim Public Works Director – Chief Hoagland

New equipment, including a Gator and a bush hog rotary cutter attachment for the tractor, has arrived and is ready for the mowing season. The crew has been actively cleaning up around town. Quotes from four companies for upcoming tree trimming work are expected to be ready for review at the next council meeting. A damaged garage door at the cemetery storage building has been replaced, allowing for safe equipment storage onsite. The community center parking lot was recently resurfaced and looks great. Finally, he plans to schedule professional carpet cleaning at the community building, as it hasn't been done in five or six years.

Code Enforcement has seen progress on a current case, with the property owner and family actively cleaning up the site. The magistrate granted a 70-day compliance period—10 days more than usual—due to the owner's upcoming rotator cuff surgery. The Code Enforcement Officer is also addressing several new cases, mainly related to lawn maintenance issues, which will be worked on throughout the week.

Town Clerk – Jennifer Tucker

Following up on the Frymyer backflow invoice. The initial contractor confirmed no specific materials were requested and that town representatives were aware of what was being used during installation. The contractor believes the work was completed appropriately using their standard materials.

The creation of a new general email retention mailbox (retention@astatula.org) for Council members to forward social media posts or other communications that may need to be retained for public records compliance.

Town Attorney – David Langley

Reported that he is currently working on several research and drafting projects for various council members. While there are no updates to share at this time, he anticipates having the items ready for inclusion on the next council meeting agenda. Other than that, he had nothing further to report.

E. PUBLIC HEARING

Discussion and approval of Resolution 2025-04 Variance Application – AK #1787998

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; APPROVING THE VARIANCE APPLICATION SUBMITTED BY THE PROPERTY OWNERS FOR LAND LOCATED AT 24745 COUNTY ROAD 561 IN THE TOWN OF ASTATULA, LAKE COUNTY PROPERTY APPRAISER PARCEL NO.: 32-20-26-0200-032-00300; PROVIDING AN EFFECTIVE DATE.

The Town Council reviewed a Variance Application for a small non-conforming lot on County Road 561, where the owner seeks to construct a new home roughly in line with the original structure that once stood there. Due to setback requirements in the R2 zoning district, the applicant requested a 16-foot front setback variance, reducing it from 50 feet to approximately 34 feet. The Planning Board had recommended approval, and staff supported

aligning the new house with neighboring structures to maintain visual consistency. Council agreed to amend the resolution language to ensure the house aligns with the adjacent home's front setback, estimated at about 32 feet. Concerns were raised during public comment about water and septic service, which staff clarified would be handled through the normal Lake County Health Department permitting process as part of the building plan review. A nearby water line is available, eliminating the need for a well.

Motion by Councilor Wilbur to approve Resolution 2025-04 with the caveat of 32' and in line with the adjacent home, seconded by Vice Mayor Boyd.

Motion approved unanimously by roll call vote.

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

Nay: None

F. NEW BUSINESS-

Discussion and Approval of Preliminary Subdivision Plan Application for Volunteer Landing

Town Planner Tom Harowski presented the preliminary subdivision plan for Volunteer Landing, a proposed 7-lot development on Harrison Street and the unopened Kansas Avenue. The Planning and Zoning Board recommended conditional approval, with seven required conditions, including utility easements, sidewalks, school concurrency certification, stormwater and water service plans, and additional site data. The lots meet zoning requirements, and the development will use town water and septic.

Motion by Councilor Wilbur to approve the preliminary subdivision plan contingent on all conditions being met, seconded by Councilor MacQueen.

Motion approved unanimously by roll call vote.

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

Nay: None

Demonstration, discussion, and approval of School Zone Cameras

Following the request from Councilor Wilbur, the Council revisited implementing school zone speed cameras, following updated Florida legislation passed in July 2023 that allows citations for drivers exceeding the speed limit by 11+ mph in school zones. A new vendor, Altumint, presented a proven, no-cost, violator-funded program already used in nearby cities like Eustis and Leesburg, showing up to a 68% drop in violations. The cameras operate only during school hours, with a 30-day warning period before \$100 citations begin. The Town would retain \$60 per fine, with funds also supporting school crossing guards and safety initiatives. A public education campaign is included, and local police review all citations. The Council expressed strong support, emphasizing safety over revenue, with plans to move forward requiring an ordinance and a hearing process.

Motion by Councilor MacQueen to move forward with the school zone cameras and create an ordinance to implement, seconded by Mayor Teeters.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

Presentation, discussion, and approval of Miriam Gomes Senior Program

Miriam Gomes proposed starting a senior gathering program for Astatula residents, offering social activities like games, crafts, guest speakers, and wellness info. She pledged to supply everything at no cost to the town and requested use of the community center on the first Tuesday of each month, potentially expanding if successful. While she sought for the program to be town-sponsored, the Council agreed to waive facility fees but clarified it would not be an official town-run event. Legal waivers will be drafted to protect both the town and participants. The Council expressed support and interest in revisiting town sponsorship in the future.

Motion by Councilor Quiros to approve use of the community center without fees or deposits on the 1st Tuesday of the month for “The Gathering” and give the Town Clerk authority to approve an additional day on the 3rd Tuesday of the month as the program becomes more successful, seconded by Councilor MacQueen.

Motion approved unanimously by roll call vote.

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

Nay: None

➤ **8:33pm Motion by Councilor Wilbur to extend for 30 minutes, seconded by Boyd, all in favor passed 5-0**

➤ **8:33pm recess for 5 minutes**

➤ **8:41 pm reconvene**

Consideration and approval of Resolution 2025-05 Public Records Exemption

The Florida Association of City Clerks Board of Directors are asking all municipalities in the state to adopt a resolution urging the Florida State Legislature to enact legislation to provide a public records exemption for Municipal Clerks and employees who perform municipal elections work or have any part in code enforcement functions.

Motion by Councilor Wilbur to approve Resolution 2025-05 Public Records Exemption for Municipal Clerks, seconded by Councilor Quiros.

Motion approved unanimously by roll call vote.

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

Nay: None

Discussion and action on Beautification Grant/Project

Council Member Kay MacQueen presented a beautification proposal for the community center, working with Lake County’s Heather Burgess to explore low-cost landscaping improvements. While no grants are available, Burgess can provide expert advice, plant recommendations, and volunteer support. MacQueen requested no funding—only permission to gather cost estimates and potential plans. The Council agreed no formal action was needed at this time and supported her moving forward with information gathering.

NO ACTION

Discussion and action on annual evaluations

Councilor MacQueen led a discussion on the town’s annual employee evaluation process, emphasizing the need for a consistent, goal-oriented tool. After reviewing various options, the Council voted to adopt MacQueen’s proposed evaluation form for 2025, clarifying it is for performance feedback, not tied to pay, and required by the Policy and Procedure Manual each May.

Motion by Mayor Teeters to adopt Councilor MacQueen’s evaluation form, seconded by Councilor Wilbur.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

➤ **9:03 pm Motion by Teeters to extend 30 minutes, seconded by MacQueen, all in favor passed 5-0**

Discussion and approval for Chief Hoagland to attend the Florida Police Chiefs’ Association 73rd Annual Summer Conference June 14-18 in Miami Beach, FL

Chief Hoagland requested approval to attend the Florida Police Chiefs Association annual conference, stating the \$1,800 cost is already budgeted under education and travel. He emphasized the conference provides valuable

training, networking, and updates on law enforcement practices. The request was procedural, as out-of-town travel requires Council approval.

Motion by Councilor Quiros to approve Chief Hoagland to attend the Annual Police Chief's conference and include per diem and travel, seconded by Councilor Wilbur.

Motion approved unanimously by roll call vote.

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

Nay: None

***Discussion and approval for Town Clerk to attend 2025 FACC Summer Conference & Academy
July 13-16 in Aventura, FL***

The Town Clerk requested to attend the 2025 FACC Summer Conference and Academy, scheduled for July 13–16, as part of her required training for CMC certification. While she has an education budget, additional funds will be needed and addressed in a future budget amendment.

Motion by Councilor MacQueen to approve the Town Clerk to attend the 2025 FACC Summer Conference & Academy and include per diem and travel, seconded by Mayor Teeters.

Motion approved unanimously by roll call vote.

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

Nay: None

Nomination and approval of Bruce Hanawalt to the vacant seat on Planning & Zoning board

The Council discussed filling a vacant seat on the Planning & Zoning Commission. Mayor Teeters nominated Mr. Hanawalt, citing an urgent need for a quorum due to an existing member's health issues and another's inconsistent attendance. Vice Mayor Boyd also presented Steve Cross as a candidate. Both were confirmed to be residents and qualified.

Motion by Mayor Teeters to appoint Bruce Hanawalt to the vacant seat on the planning and zoning board, seconded by Councilor MacQueen.

Motion approved 3-2 by roll call vote.

Yea: Mayor Teeters, Councilor MacQueen, Councilor Quiros

Nay: Vice Mayor Boyd, Councilor Wilbur

G. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

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

Mayor Teeters reported that when the emergency phone was installed the light was installed in the wrong direction. He praised Scott in Public Works for promptly addressing the issue. He then raised concerns about the town's financial status—specifically the general fund dropping from \$1 million to \$498,000 in under a month. The clerk explained the drop was largely due to a \$423,000 Lake County impact fee payment that hadn't been previously accounted for due to procedural gaps. Council agreed to add a standing financial review item to future agendas and discussed the potential for a spending freeze or special finance meeting if needed.

➤ 9:34pm ***Motion by Wilbur to extend 5 minutes seconded by MacQueen, all in favor passed 5-0***

➤ 9:41pm ***Motion by Wilbur to extend 5 minutes seconded by MacQueen, all in favor passed 5-0***

Finance/Grants – Vice Mayor Marjorie Boyd

Nothing to report at this time.

Public Safety/Code Enforcement – Councilor Jeanne Quiros

Nothing to report at this time.

Public Works/Streets – Councilor Ryan Wilbur

Council Member Wilbur reported ongoing efforts in tree trimming and public works, noting staffing shortages are limiting progress, but staff are doing the best they can with current resources.

Land Development Regulation – Councilor Kay MacQueen

Council Member Kay MacQueen reported she is working with the Town Clerk on LDR matters and plans to present voting records from state legislators on land development issues at the next meeting to help the council stay informed and engaged.

H. REVIEW

Items for Workshops and possible dates

Items for Next Regular Council Meeting

Designate school zone area for Christian School
Finance Report as a line item on the agenda

Items for Special Meetings and Possible Dates

I. COUNCIL MEMBER MISCELLANEOUS COMMENTS

J. ADJORNMENT 9:43pm

Respectfully submitted,

Zane Teeters, Jr., Mayor

ATTEST:

Jennifer Tucker, Town Clerk