



Town Council Members Present

Zane Teeters, Jr. – *Mayor*
Cheryl Marinelli – Vice-*Mayor*
Kay MacQueen, Councilwoman
Susan Richert, Councilwoman
Kim Hanawalt, Councilwoman

Town Staff Present

Charles Jacien, Town Clerk
Wally Hoagland, Police Chief

1. Call to Order

Mayor **Zane Teeters** called the meeting to order at 6:31 PM.

- Invocation delivered by Pastor Lee
- Pledge of Allegiance recited
- Roll Call conducted by Town Clerk Charles Jason

Roll Call:

- Mayor Zane Teeters – Present
- Vice Mayor Cheryl Marinelli -Present
- Councilwoman Kay Mac Queen – Present
- Councilwoman Susan Richert – Present
- Councilwoman Kim Hanawalt – Present

Quorum confirmed. Proper public notice was given.

2. Public Comment

Mayor Teeters opened the floor for public comment.

Farmer Banks Helfrich

- Spoke regarding agricultural permitting experiences in Lake County.
- Encouraged collaborative government processes.
- No council action taken.

Cheryl Lugo

- Presented concept for a community garden initiative.
- Stated proposal includes a budget outline and a no-tax-impact component.
- Directed to submit materials to the Town Clerk for council distribution and future agenda placement.

Judy Stewart

- Thanked Public Works for the cleanup and tree trimming on Washington Street.
- The mayor stated that appreciation would be passed along to the staff.

Public Comment closed.

3. Agenda Review

Councilwoman Richert requested that future agendas reflect the initiating council member's initials on New Business items, consistent with prior practice. Mayor agreed to coordinate with the Clerk.

4. Approval of Minutes

Minutes Presented:

- December 17, 2025
- January 13, 2026 (Regular Meeting)
- January 13, 2026 (Workshop)

Corrections:

- Spelling correction to Councilwoman Mac Queen's name.
- Minor formatting correction noted on prior minutes.

Motion:

Councilwoman MacQueen moved to approve all three sets of minutes as corrected.

Seconded by Councilwoman Howell.

Vote:

- Teeters - Yes
- Marinelli - Yes
- Hanawalt- Yes
- MacQueen - Yes
- Richert - Yes

Motion Passed 5-0.

5. Staff Reports

Police Department Report – Chief Wally Hoagland

2025 Annual Statistics:

- 5,785 calls for service
- 898 traffic citations
- 2,219 written warnings
- 127 arrests

January 2026:

- 430 calls for service
- 85 citations
- 187 warnings
- 12 arrests

Chief noted increased traffic volume due to SR 429 expansion.

School Zone Cameras

- Cameras go live February 11, 2026.
- 142 warnings issued during grace period.
- Violations exceeding threshold will result in \$100 citation.
- Failure to respond may escalate to Florida Uniform Traffic Citation.

Firearms Safety Program

- Grant-funded program launching February 16.
- Two four-hour classes monthly.
- Equipment and ammunition provided.
- Registration is available online or at Town Hall.

75th Anniversary Recognition

The Astatula Police Department is celebrating 75 years (1951–2026).

- Commemorative uniforms and patrol decals introduced.
- Anniversary shirts available for purchase.
- Celebration event planned later in year.

Next Special Magistrate Hearing: February 19, 2026 at 9:00 AM.

Town Clerk Report – Charles Jason

- Real-time budget tracking now active.
- Line-item review underway; anomalies being flagged.
- FY 2026 budget planning initiated.
- Five-year capital planning to align with financial forecast.
- Introduced need for formal records retention policy due to storage constraints.

6. New Business

Item 1: Resolution 2026-03

Adoption of State Records Retention Schedule

Resolution establishes formal approval process for destruction of public records and adopts State of Florida retention guidelines.

Discussion included:

- Proper review of historical records.
- Shredding or lawful disposal methods.
- Ensuring council authorization prior to destruction.
- Potential scanning/digitizing consideration.

Motion to Read by Title Only:

Moved by Vice Mayor Marinelli

Seconded by Councilwoman Hanawalt

Passed 5-0.

Motion to Adopt Resolution 2026-03:

Moved by Councilwoman MacQueen

Seconded by Vice Mayor Marinelli

Vote:

- Teeters – Yes
- Marinelli – Yes
- Hanawalt – Yes
- MacQueen – Yes

- Richert – Yes

Resolution Adopted 5-0.

Proclamation

Mayor Teeters issued a formal proclamation commemorating the 75th Anniversary of the Astatula Police Department and designated February 10, 2026 as Anniversary Recognition Day.

Item 2: Resolution 2026-04

Recognition of 75th Anniversary of the Astatula Police Department

Motion to Read by Title Only:

Moved by Councilwoman MacQueen

Seconded by Vice Mayor Marinelli

Passed 5-0.

Motion to Adopt Resolution 2026-04:

Moved by Councilwoman MacQueen

Seconded by Vice Mayor Marinelli

Vote:

- Teeters – Yes
- Marinelli – Yes
- Hanawalt– Yes
- MacQueen – Yes
- Richert – Yes

Resolution Adopted 5-0.

Item 3: Discussion

Town-Sponsored vs. Community Events / Liability

Council discussed:

- Distinction between town-sponsored and community-hosted events.
- Liability exposure.
- Use of town facilities.
- Waiver requirements.
- Need for clear policy parameters moving forward.

Direction given:

- Town Clerk to consult Town Attorney.
- Review and strengthen event liability documentation.
- Clarify sponsorship definitions.

No formal vote taken.

Item 4: Resolution 2026-05

Rescinding Ceremonial Liaison Titles

The mayor presented a resolution rescinding previously assigned honorary liaison titles related to Community Education and Beautification.

Discussion included:

- Clarification of liaison responsibilities.
- Representation of town-sponsored initiatives.
- Governance transparency.
- Role of council members acting in an official capacity.

Motion to Read Resolution:

Moved by Mayor Teeters

Seconded by Vice Mayor Marinelli

Passed 4-0.

Motion to Adopt Resolution 2026-05:

Moved by Mayor Teeters

Seconded by Vice Mayor Marinelli

Roll Call Vote:

- Teeters – Yes
- Marinelli – Yes
- Richert – No
- Hanawalt – Yes
- MacQueen – No

Resolution Adopted 4-1.

Adjournment 9:10

Respectfully submitted,

Mayor Zane Teeters Jr

ATTEST:

Charles Jacien Town Clerk