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**Town Council Members Present**

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

Charles Jacien, Town Clerk  
Wally Hoagland, Police Chief  
David Langley, Attorney  
Andy Stamper, Public Works Director  
*Tom Harowski, Interim Town Planner (absent)*

**Town Staff**

**1. Call to Order**

The meeting was called to order, followed by the invocation and Pledge of Allegiance.

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**2. Roll Call**

Present: Council Members McQueen, Richert, Hannawalt, Marinelli, and Mayor Teeters  
Also Present: Staff, Attorney, and Public.  
Former Vice Mayor Marjorie Boyd was welcomed.

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**3. Approval of Minutes**

**Motion:** Approve November 18, 2025, Regular Council Meeting Minutes with corrections.

**Moved by:** McQueen

**Seconded by:** Richert

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes

Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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**4. Staff Reports**

**Discussion:**

Staff highlighted recent successful community events and ongoing public safety initiatives, including a holiday DUI enforcement campaign. Public Works provided updates on infrastructure projects and noted upcoming impact fee and fee schedule reviews.

**Police Department – Firearm Safety Grant**

**Motion:** Approve grant.

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes  
Mayor Teeters– Yes  
**Result:** Motion passed (5-0)

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## **5. Business Items**

### **A. Astatula Reserve Development Agreement**

**Discussion:**

Council reviewed a phased development plan with anticipated completion by late 2026. Discussion focused on water usage, irrigation through reclaimed and stormwater, and HOA responsibility for system management. Concerns were raised regarding long-term monitoring and enforcement, which staff addressed by outlining HOA oversight and restrictions.

**Motion:** Approve Development Agreement.

**Vote:**

McQueen – Yes  
Richert – Yes  
Hannawalt – Yes  
Marinelli – Yes  
Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### **B. Meadows Water Treatment Plant Site Plan**

**Discussion:**

Staff explained the project would increase domestic water capacity and improve fire protection services. The project was described as necessary to support current and future growth.

**Motion:** Approve minor site plan.

**Vote:**

McQueen – Yes  
Richert – Yes  
Hannawalt – Yes  
Marinelli – Yes  
Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### **C. MT Causley LLC Agreement Increase (2.6%)**

**Discussion:**

The increase was presented as a standard contractual adjustment for professional services. No significant concerns were raised by Council.

**Motion:** Approve agreement increase.

**Vote:**

McQueen – Yes  
Richert – Yes  
Hannawalt – Yes  
Marinelli – Yes  
Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### **D. Auditing Services – McDermott Davis**

**Discussion:**

Staff recommended transitioning to a new auditing firm to ensure continued compliance and independent financial review services.

**Motion:** Approve auditing firm.

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes

Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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## **E. Accenture Solid Waste Assessment Contract**

**Discussion:**

The contract renewal was discussed as necessary to maintain the assessment methodology used for solid waste charges on tax bills.

**Motion:** Renew contract.

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes

Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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## **6. Ordinances**

### **Ordinance 2025-17 – Land Development Regulations**

**Discussion:**

Staff explained updates were required to comply with recent state legislation (SB1080 and SB784), including revised review timelines and administrative approval authority for certain development actions.

**Motion:** Approve Ordinance 2025-17.

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes

Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### **Ordinance 2025-19 – Certified Recovery Residences (First Reading)**

**Discussion:**

Council discussed state requirements permitting recovery residences in R-2 zoning districts. Consideration was given to limiting intensity levels, parking requirements, and potential neighborhood impacts. Staff noted additional information would be provided prior to second reading.

**Motion:** Approve first reading.

**Vote:**

McQueen – Yes

Richert – Yes

Hannawalt – Yes

Marinelli – Yes  
Mayor Teeters– Yes  
**Result:** Motion passed (5-0)

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## 7. Discussion Items

### Payroll System

Council discussed concerns regarding the current payroll process, which requires submission prior to hours being worked. Discussion focused on legal exposure, employee financial impacts, and administrative challenges. Council expressed interest in exploring corrective measures, including a bonus-based reconciliation system, and directed staff to evaluate options and report back.

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## 8. Committees and Appointments

### Community Events Committee

**Discussion:**

Council discussed the need for increased community engagement and formal organization of events.

**Motion:** Establish committee and appoint Dawn as Chair.

**Vote:**

McQueen – Yes  
Richert – Yes  
Hannawalt – Yes  
Marinelli – Yes  
Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### Cemetery Committee

**Discussion:**

Council supported re-establishing the committee to address maintenance and oversight needs.

**Motion:** Re-establish committee.

**Vote:**

McQueen – Yes  
Richert – Yes  
Hannawalt – Yes  
Marinelli – Yes  
Mayor Teeters– Yes

**Result:** Motion passed (5-0)

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### Liaison Appointments:

- Susan Richert – Economic Development / Land Development
  - Kim Hannawalt – Finance / Grants
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## 9. Financial Review

**Discussion:**

Council reviewed financial statements and discussed maintaining fiscal accountability and transparency.

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## 10. Charter Workshop

**Discussion:**

Council discussed the need to review and update the Town Charter to address inconsistencies and modernize provisions. Staff was directed to coordinate a workshop.

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**11. Action Items / Staff Direction**

- David Langley: Payroll review, charter analysis, rules of order updates, policy manual revisions.
  - Chief Hoagland: Payroll bonus cost analysis.
  - Town Clerk: Workshop scheduling, document distribution, council onboarding support.
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**12. Adjournment**

Meeting adjourned at 8:15 pm

**Respectfully submitted,**

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**Mayor Zane Teeters Jr**

**ATTEST:**

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**Charles Jacien Town Clerk**