

**MINUTES  
TOWN COMMISSION REGULAR MEETING  
TUESDAY, MAY 8, 2018  
TOWN MEETING HALL  
7:00 P.M.**

**CALL TO ORDER:**

Mayor Stark called the meeting to order at 7:05 p.m., followed by the Pledge of Allegiance and Invocation.

**ROLL CALL:**

COMMISSIONERS PRESENT:                      Commissioner Polland  
   Commissioner Ramos  
   Commissioner McMullen  
   Vice Mayor Satterfield  
   Mayor Stark

COMMISSIONERS ABSENT:                      None

*Has there been any ex parte communication?*    **None.**

*The order of agenda was modified to accommodate visitors for Proclamations.*

**PROCLAMATION:**

Mayor Stark read a Proclamation declaring May 7-11, 2018 as Teacher's Appreciation Week. Principal Pam Dwyer accepted the Proclamation and commended the many teachers present from Oakland Avenue Charter School for their positive impact on children and the community.

Mayor Stark read a Proclamation declaring May 15, 2018 as Peace Officers Memorial Day, and the week of May 15, 2018 as National Police Week. Police Chief Steven Thomas accepted the Proclamation on behalf of the Town of Oakland Police Department.

Mayor Stark read a Proclamation declaring May 6-11, 2018 as Municipal Clerks Week. Town of Oakland Clerk Kimberly Gay accepted the Proclamation and the Mayor commended her dedication to the Town of Oakland.

**PRESENTATION:**

Mike Brynjulfson, CPA, of Brynjulfson CPAs, PA, presented a Summary of Audit Results for the Fiscal Year ending September 30, 2017. He discussed the purpose of the audit, changes in government accounting finance rules, and the rules regarding internal controls and non-

compliance. Mr. Brynjulfson reviewed five main report areas in detail: Report on the Financial Statements; Report on Internal Controls & Compliance; Compliance Report with Section 218.415 FS; Management Letter; and Governance Letter to the Members of the Town Commission.

At the conclusion of the presentation, Mayor Stark had questions regarding disposition of FEMA funds from the 2017 hurricane, and school funds to be disbursed to Orange County Public Schools.

The Town Commission thanked Mr. Brynjulfson for his work and presentation.

**PUBLIC FORUM:**

None

**CONSENT AGENDA:**

- a. Minutes – March 13, 2018 Regular Meeting**
- b. Minutes – March 27, 2018 Regular Meeting**
- c. Amended Cost Approval Request for OACS Modular Classrooms (2)**
- d. Bid Award – ABC Booster Station Scada Improvements**
- e. Manager’s Report**

**MOTION** was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to approve the Consent Agenda as presented.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

**RESOLUTION(S):**

**RESOLUTION 2018-07**, A RESOLUTION OF THE TOWN OF OAKLAND, FLORIDA, TO ADOPT TOWN PARK HOURS; PROVIDE FOR TEMPORARY EXTENSION OF HOURS BY THE TOWN MANAGER; DIRECT THE TOWN MANAGER TO ORDER SIGNS WITH HOURS TO BE POSTED IN PARK; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

The Town Clerk read the Resolution.

Assistant Manager Steve Koontz provided a short presentation regarding the background of the Resolution. He discussed the need for setting park names and hours, and the timeline for ordering and installing signage. Mr. Koontz wants to set Saturday, June 26, 2018 for the Parks Dedication. He listed the park names and the hours to be posted for each. Discussion ensued regarding the locations of new signage and monuments. Commissioner Ramos had a question regarding the hours for the basketball court lights. Police Chief Thomas stated that he collaborated with the residents near the basketball court area and their consensus was to keep the lights on until 10:00 p.m. so that youth had a safe place to play.

Staff recommends that Resolution 2018-07 be adopted.

**MOTION** was made by Commissioner Polland, seconded by Commissioner Ramos, to adopt **RESOLUTION 2018-07, A RESOLUTION OF THE TOWN OF OAKLAND, FLORIDA, TO ADOPT TOWN PARK HOURS; PROVIDE FOR TEMPORARY EXTENSION OF HOURS BY THE TOWN MANAGER; DIRECT THE TOWN MANAGER TO ORDER SIGNS WITH HOURS TO BE POSTED IN PARK; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**OTHER POLICY MATTERS:**

Discussion of Art & History Center

Assistant Manager Koontz gave an update on the bid process for the proposed Town of Oakland Art & History Center. There were 7 companies at the Prebid Conference. The plan is to connect the Center to Speer Park. The construction estimate does not include funding for the décor and historical exhibits. Approximately one million dollars in financing will be needed to get the project underway. Suggested financing is tax exempt for a period of 10 years. The expectation is that recreation impact fees will be used to fund the debt service and retire the debt in 5-7 years. It is estimated that recreation impact fees will generate \$1.2 million.

Mr. Koontz referenced the previous audit presentation and felt that the financial position of the Town was in a good place to begin the Center, and that recreation impact fees will make this a viable project. Staff would like to come back to the Town Commission on June 19, 2018, for the first reading of the Ordinance to move forward on the Center.

Vice Mayor Satterfield also indicated that the timing for the Center is good. He asked Mr. Koontz what will happen if we needed additional money for other recreation projects, as all the projected recreation impact fees would be going to the Art & History Center. Mr. Koontz replied that there may be additional funding from other means and sources for other parks and recreation projects.

Mayor Stark asked if Raftelis Consultants prepared a study regarding the recreation impact fees. Public Works Director Parker replied yes, that had occurred; and that studies on transportation impact fees and an updated water study would be done at some point in the near future.

Commissioner McMullen asked if the Town would be prohibited from doing a Capital Campaign for the Center under tax exempt financing. He also asked if there are opportunities for public and private partnerships to raise money for the Center. Will Ford of Ford & Associates offered advice regarding length of financing, and if revenues would be able to fund the debt service if development were to slow.

Mayor Stark stated that the Town will be going back to Orange County for a second meeting. She expressed hopefulness that Orange County would be able to fund the public restrooms at the Center, because of the proximity to the West Orange Trail and the benefit to Orange County. She stated some concern that there may not be enough historic material at present to outfit the Center with museum exhibits right away. She indicated that the West Orange Heritage Foundation may have extra items for loan to Oakland in the interim.

There was further discussion regarding the opportunity for a Capital Campaign to help fund the Center, and getting the information out to residents that impact fees, not taxpayer dollars, will be funding the project. She asked that the Commission think about possibilities for a Capital Campaign, and names of key individuals with fundraising skills that may be contacted for assisting with such a Campaign. She expressed her desire for Oakland residents to be kept in the loop regarding the proposed Center and how important this project is for showcasing the heritage of Oakland.

Mr. Ford stated that it is a major concern regarding tax exempt financing if there is a possibility that the Center can have for-profit opportunities. The accounting rules are very restrictive on how funds are used.

Mayor Stark stated that Congresswoman Val Demings visited the Town recently, and her legislative aide mentioned that there are State and Federal grants available for this type of project (for example: Staffing; museum management; exhibits; and administration).

There was discussion on the timing of the financing bid, obtaining legal advice, timing of the construction bid, and reading dates for ordinances required for the Art & History Center.

**CONSENSUS** of Commission was affirmative to move forward on the Town of Oakland Art & History Center.

#### **MAYOR & COMMISSION REPORTS:**

Principal Pam Dwyer advised that the OACS Eagle Pride Parade would be held on May 9, 2018 at 12:15 pm.

Assistant Manager Koontz informed the Commission that Ms. Nancy Kulscar had been hired as Human Resources Manager for the Town. He expressed his thanks to retiring Finance Manager Becky Rotroff for her help during his six months with the Town.

Town Manager Dennis Foltz reminded everyone that the Night at the Preserve event at Oakland Nature Preserve was scheduled for Saturday, May 12, 2018.

Town Clerk Gay reminded the Commission and Staff that she would not be present at next two Town Commission meetings, as she would be attending professional conferences. Stacie Quinn will be substituting for her at the June 12 meeting.

Mayor Stark reiterated that she and Commissioner Ramos had a great meeting with Congresswoman Val Demings. She was given a tour of the Town and provided information regarding the proposed plans for development and other areas. Ms. Demings provided information at the town, county, state and federal levels. Mayor Stark felt that Ms. Demings was very surprised and impressed with the level of planning and proposed opportunities in Oakland. She had never been to Oakland for a formal tour (she had been to the Nature Preserve) and seemed to enjoy her time exploring the Town.

**ADJOURNMENT**

Having no further business, Commissioner McMullen adjourned the meeting at 8:51 p.m.

TOWN OF OAKLAND:



KATHY STARK, MAYOR

ATTEST:

  
KIMBERLY GAY, TOWN CLERK