

**MINUTES
TOWN COMMISSION REGULAR MEETING
TUESDAY, JUNE 19, 2018
TOWN MEETING HALL
7:00 P.M.**

CALL TO ORDER:

Mayor Stark called the meeting to order at 7:02 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
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COMMISSIONERS ABSENT:	None
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PRESENTATION:

Introduction of Human Resources Director Nancy Kulscar – Assistant Town Manager

Assistant Town Manager Koontz introduced Nancy Kulscar as the new Human Resources Director for the Town. She has been here for approximately 6 weeks.

The Mayor and Commission welcomed Ms. Kulscar.

Director Kulscar briefly shared a little bit about her background. She commented that she is very happy to be in Oakland.

Has there been any ex parte communication? None.

CONSENT AGENDA:

- a. Minutes – May 8, 2018 Work Session**
- b. Manager’s Report**

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

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

ORDINANCES(S):

FIRST READING, ORDINANCE 2018-07, AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF OAKLAND, FLORIDA, AUTHORIZING A LOAN FROM BRANCH BANKING AND TRUST COMPANY IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,000,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL IMPROVEMENTS AS DESCRIBED HEREIN; AUTHORIZING INDEBTEDNESS OF THE TOWN TO BE EVIDENCED BY A TOWN OF OAKLAND, FLORIDA CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2018; AUTHORIZING THE ACCEPTANCE OF THE LENDER'S PROPOSAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Town Clerk read the Ordinance into the record.

Assistant Town Manager Koontz presented the information in the Ordinance. This is for a loan to construct the Art & History Center. He introduced Will Reed of Ford & Associates Financial Consultants. They reviewed the finance bids and suggested going with Branch Banking and Trust (BB&T). Mr. Koontz pointed out the terms and conditions of repayment.

Assistant Manager Koontz asked that the Bid Award for Construction of the Art & History Center be discussed at this time since it has to do with the same topic.

Mayor Stark reported that she had attended a meeting with Orange County Staff. She has not yet heard anything back from them. She thought maybe Orange County Recreation should be contacted. She commented that there will be a meeting regarding a Capital Campaign.

Assistant Manager Koontz will check with Orange County Recreation Department.

Public Works Director Parker stated that the contractor price for the Art & History Center came in at just below 1.3 million dollars.

Mayor Stark stated that we have a grant for \$225,000 and we need to use it. The reason for this Commission meeting to be taking place on an irregular date is due to timing issues of the grant. The second reading will be on a regular meeting date.

Commissioner McMullen asked if this was a particular BB&T Branch.

Mr. Reed responded that it is not a particular branch; it is the finance department for the Organization.

Commissioner Ramos asked about the square footage of the Art & History Center. He also wanted to know the type of septic system that would be there.

Director Parker stated that is approximately 3,000 square feet. The type of septic system will be a grinder system and will push to the drain field on the other side of Cross Street.

Mayor Stark commented that this loan will be repaid with impact fees.

MOTION was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to approve **FIRST READING of ORDINANCE 2018-07**, AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF OAKLAND, FLORIDA, AUTHORIZING A LOAN FROM BRANCH BANKING AND TRUST COMPANY IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,000,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL IMPROVEMENTS AS DESCRIBED HEREIN; AUTHORIZING INDEBTEDNESS OF THE TOWN TO BE EVIDENCED BY A TOWN OF OAKLAND, FLORIDA CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2018; AUTHORIZING THE ACCEPTANCE OF THE LENDER'S PROPOSAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Stark opened a Public Hearing. With no one wishing to speak, she closed the Public Hearing.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

Award Bid for Construction of Art & History Center

This item was moved up on the agenda because it is a companion of the above Ordinance.

Assistant Manager Koontz stated that the Town has \$225,000.00 in grant funds for the construction of the Art & History Center. We received bids in 2017, but they were rejected because they came in too high. Went out for bids again in 2018 and received two.

Ovation Construction, Inc. is the company that is recommended to award the Bid #18-02 to. This will be contingent on the second reading of Ordinance 2018-07.

Mayor Stark asked if there were references provided.

Director Parker said that they have been completely vetted.

Commissioner Ramos asked about the schedule and Mr. Parker stated that it was tentative.

Mayor Stark commented that Commissioner McMullen had found this and it is an important to have in the Town with all the other growth going on.

MOTION was made by Commissioner Polland, seconded by Vice Mayor Satterfield, to Award Bid #18-02 to Ovation Construction, Inc., contingent on the second reading of Ordinance 2018-07.

RESOLUTION(S):

RESOLUTION 2018-09, A RESOLUTION OF THE TOWN OF OAKLAND, FLORIDA, EXTENDING MORATORIUM ORDINANCE NO. 2018-05 THROUGH SEPTEMBER 30, 2018, AND PROVIDING AN EFFECTIVE DATE.

Town Planner Marder explained that the Moratorium on new development needs to be extended. It has not caused any problems so far and there is an annexation coming in. He needs a little more time to work on the guidelines in the Code.

MOTION was made by Commissioner Polland, seconded by Commissioner Ramos, to adopt **RESOLUTION 2018-09**, A RESOLUTION OF THE TOWN OF OAKLAND, FLORIDA, EXTENDING MORATORIUM ORDINANCE NO. 2018-05 THROUGH SEPTEMBER 30, 2018, AND PROVIDING AN EFFECTIVE DATE.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

OTHER POLICY MATTERS:

Adoption of Oakland Avenue Charter School Tentative 2019 Budget

Assistant Manager Koontz provided a PowerPoint presentation on the Charter School tentative budget. He stated that final approval will be in September with the Town's final budget.

School Principal Dwyer stated that they typically enroll more than 525 students, but would rather be a little more cautious by underestimating, than overestimating. She explained some adjustments that would be taking place.

Commissioner McMullen commented on a mental health component that would be added to the School.

Vice Mayor Satterfield remarked that there is a lot that goes into running the operations of a school and the Town is doing it. He commented that it was a great job on the budget.

Commissioner Ramos asked if there are security cameras at the School.

Principal Dwyer responded that there are 16 cameras at the School.

Police Chief Thomas stated that the School District has certain requirements with deadlines. The Police Department tries to help the Principal meet these requirements. They are complying with State requirements.

Commissioner Ramos suggested a tour of the Charter School, now that there are changes.

Everyone agreed.

MOTION was made by Vice Mayor Satterfield, seconded by Commissioner Ramos, to adopt the tentative 2018/2019 Oakland Avenue Charter School Budget.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

Discussion of Lease Renewal for 301 N. Tubb Street, Suite 114

Town Clerk Gay requested approval of the renewal of the lease for 301 N. Tubb Street, Unit 114, which is where the Town Planning Department is located. She also requested that the Town Commission authorize the Town Manager to approve the leases and renewals in the future.

Mayor Stark commented that she did not know why this would come to Commission anyway. The concern is that the Town does not have enough office space.

CONSENSUS of Commission was to approve renewal of the lease and to authorize the Town Manager to handle this in the future.

The Town Clerk informed Commission that the Code Update is almost complete and we should be our new Code Books soon.

Assistant Manager Koontz reported that Duke Energy has paid the Town \$203,000.00 that was owed for Franchise Fees and Utility Tax Fees. He also reported that the Town has advertised for a Finance Director and interviews were under way.

Director Parker said that he had been on vacation and had a good time.

Town Manager Foltz reported that there had been a good meeting of the Manager's Advisory Group today.

Mayor Stark thanked the Police Chief for the arrest of the burglar in Town.

Chief Thomas stated that Sergeant Campbell was the responsible for that arrest.

MAYOR & COMMISSION REPORTS:

Commissioner McMullen reminded that Friday Night Jazz was this Friday and there was also going to be music on Thursday evening this week.

Commission thanked the Police Chief and Sergeant Campbell for work they did in removing a criminal from Town.

Mayor Stark reported that the Pollard Park dedication was very nice.

ADJOURNMENT



Having no further business, Commissioner McMullen adjourned the meeting at 8:10 p.m.

TOWN OF OAKLAND:



KATHY STARK, MAYOR

ATTEST:

KIMBERLY GAY, TOWN CLERK