

**TOWN COMMISSION REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 8, 2022  
7:00 P.M.  
OAKLAND MEETING HALL**

**CALL TO ORDER:**

This meeting was held in-person and virtually through the Zoom meeting platform to allow for guests to participate virtually. Vice Mayor Satterfield called the regular meeting to order at 7:00 p.m. This was followed by the Pledge of Allegiance and Invocation by Commissioner Ramos.

**ROLL CALL**

COMMISSIONERS PRESENT: Commissioner Polland  
Commissioner Ramos  
Vice Mayor Satterfield

COMMISSIONERS ABSENT: Commissioner McMullen  
Mayor Stark

NOTE: Mayor Stark and Commissioner McMullen were both excused as they are in Tallahassee for Legislative Action Days.

**PRESENTATIONS:**

- a. National Black History Month Proclamation – February  
Vice Mayor Satterfield read the National Black History Month Proclamation recognizing February 2022, as Black History Month in the Town of Oakland.

**PUBLIC FORUM:**

None

**CONSENT AGENDA:**

- a. Minutes – 1-11-2022 Town Commission Work Session
- b. Minutes – 1-11-2022 Town Commission Regular Meeting
- c. Oakland Nature Preserve Event Alcohol Exception
- d. OACS Lottery Preference
- e. OACS School Calendar Approval
- f. iVenture Contract Approval
- g. School Safety Interagency Agreement Approval
- h. Town Commission March Meeting Schedule
- i. Acceptance of Transportation Needs Plan
- j. Oakland Avenue and Tubb Street Complete Street Design Acceptance

k. Manager's Report

Vice Mayor Satterfield announced the items on the Consent Agenda. Vice Mayor Satterfield mentioned that item f, the iVenture Contract Approval needed to be pulled out of the Consent Agenda as the contract was not quite agreed upon at this time. Town Attorney Vose said they are really close but still working on a few language changes.

**MOTION** was made by Commissioner Polland, seconded by Commissioner Ramos, to approve the Consent Agenda minus item f, iVenture Contract Approval which will come back tentatively on March 22<sup>nd</sup> pending ongoing negotiations.

AYE: Polland, Ramos, Satterfield

NAY: None

**OTHER POLICY MATTERS:**

Canvassing Board Appointments

Town Clerk Hui reminded the commission that as discussed at the last meeting, we will need to have a Canvassing Board in place for the upcoming March 8, 2022, Municipal Election for Town Commission Seat #1.

Each canvassing board member must be willing to be available on two separate dates:

- Can combine with March 8<sup>th</sup> meeting at Supervisor of Elections Office - Local canvassing board meeting to review and determine procedures for use in the canvassing of vote-by-mail ballots; provisional ballots; and election results for the 2022 Municipal General and Run-off elections, if necessary.
- Tuesday, March 8, 2022, 4:00 p.m. at Supervisor of Elections Office, 119 West Kaley Street, Orlando – Canvassing Board meets to canvass the vote.
- Friday, March 11, 2022, 2:00 p.m. at Supervisor of Elections Office, 119 West Kaley Street, Orlando – Canvassing Board meets to certify results and conduct audit.

Town Clerk Hui is looking for the following decisions:

- 1) Appointment of two primary members to serve along with the Town Clerk on the Town of Oakland Canvassing Board. The appointment will be valid through April 30, 2022.
- 2) Appointment of two alternate members to be on standby in case either of the primary members is unable to serve.
- 3) Designation of the Town Clerk as the Town of Oakland's primary representative for all 2022 General Election related purposes.

**MOTION** was made by Commissioner Ramos, seconded by Commissioner Polland, to appoint Vice Mayor Satterfield and Commissioner Ramos to serve along with the Town Clerk on the Town of Oakland Canvassing Board; appoint Mayor Stark and Town Manager Koontz as alternate members on the Town of Oakland Canvassing Board; and designate the Town Clerk as the Town of Oakland's primary representative for all 2022 General Election related purposes.

AYE: Polland, Ramos, Satterfield

NAY: None

**PUBLIC HEARINGS:**

**FIRST PUBLIC HEARING – ORDINANCE NO. 2022-08 – STARR STREET RIGHT OF WAY DEED - AN ORDINANCE OF THE TOWN OF OAKLAND, FLORIDA, ACCEPTING DEDICATION OF RIGHT-OF-WAY ALONG THE WESTERLY RIGHT-OF-WAY LINE OF STARR STREET, BETWEEN EAST OAKLAND AVENUE AND EAST SADLER AVENUE, AS MORE PARTICULARLY DESCRIBED HEREIN; AND PROVIDING FOR CONFLICTS, SEVERABILITY, NON-CODIFICATION, AND AN EFFECTIVE DATE.**

Town Clerk Hui read the ordinance title for the record. Public Works Director Parker provided a PowerPoint presentation. Please see presentation for additional information.

Public Works Director Parker's presentation included the following:

- Public Works Director Parker wanted to correct the date of his memo in the agenda packet for the record. The date should have been February 8, 2022, instead of October 12, 2021.
- The 2018 Mobility Master Plan identified an extension of Starr Street from Oakland Avenue to SR 50. Tractor Supply constructed the roadway from the back of the Tractor Supply/Lakeside Church properties up to SR 50. This leaves the Town with the task of constructing the remainder of the road, through a previously platted 40' corridor from the back of the Tractor Supply/Lakeside Church properties to Oakland Avenue. The project will require a minimum of 50' to accommodate the roadway, sidewalk and drainage. It also requires the 50' width to provide for an additional 8' traffic lane to support the Charter School traffic, thereby keeping the two travel lanes open to north/south traffic.
- On October 12, 2021, the Oakland Town Commission authorized the Town Manager to sign an agreement for the acquisition of the right of way necessary to the construction of the Starr Street extension, between Oakland Avenue and Sadler Avenue. Since that time, staff has worked diligently on securing the necessary documents which would allow the transfer of the 10' need to construct the roadway.

- Staff is recommending that the Town Commission accept Ordinance No. 2022-08, which conveys the parcel of land by Warranty Deed, and authorize staff to subsequently convert it to public right of way.

Town Commission discussion was as follows:

- Vice Mayor Satterfield asked if the tree would be staying.
  - Public Works Director Parker said yes, the tree is staying. We actually got enough right of way to make a 2-lane street that will be 20 miles per hour, an 8-foot charter school parking area, and we saved the tree and accommodated stormwater drainage.
- Commissioner Polland asked if the 8-foot school area would be additional space for them?
  - Public Works Director Parker said yes, this is additional space. You will have 2 ten-and-a-half-foot travel lanes north and south and then you will have an 8-foot parking area on the east side. It will not be as long as it is right now given constraints however it will be there.
  - Commissioner Ramos asked if this was going to provide enough space for the school traffic line?
  - Public Works Director Parker said yes.
  - Commissioner Polland asked if they are using this area right now for the school.
  - Public Works Director Parker said yes.
  - Commissioner Ramos said this is great because right now there is not enough space for anyone to get by when there is school traffic. This is going to allow two-way traffic and still allow a line for the school.
  - Commissioner Ramos wanted to know if we will be straightening out the current road somehow instead of it jogging around with a sharp right turn.
  - Public Works Director Parker said that is not possible given the current property we have to work with. We are constrained by private properties in that area.

MOTION was made by Commissioner Polland, seconded by Commissioner Ramos, to approve on First Public Hearing Ordinance No. 2022-08, Starr Street Right of Way Deed.

Vice Mayor Satterfield opened the public hearing. There were no comments from the public. Vice Mayor Satterfield closed the public hearing.

AYE: Polland, Ramos, Satterfield

NAY: None

**Motion passed with a vote of 3 in favor; 0 opposed.**

**COMMISSION REPORTS:**

Commissioner Ramos – Nothing additional to add.

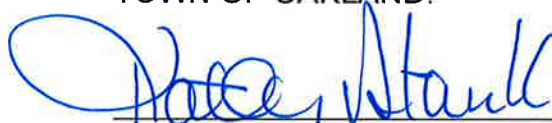
Commissioner Polland – Reminder everyone that the Oakland Nature Preserve is hosting Pours at the Preserve on Saturday, February 12<sup>th</sup> from 5:30-8:30 p.m. Tickets are \$40 per person. A big thank you to Orlando Brewing and the Crooked Can for donating the beer. Start times for attendees will be staggered to allow additional social distancing so tickets should be purchased in advance of the event by going online to Oakland Nature Preserve’s website - <https://oaklandnaturepreserve.wildapricot.org/pours>.

Vice Mayor Satterfield – OACS is going to have our first ever Department of Education (DOE) audit. They will be auditing attendance and dollars. Principal Dwyer added that this will be February 23 and 24<sup>th</sup>. This is not a full financial audit; they will be looking at the relationship between attendance dollars and FTEs. OACS has been working with OCPS staff to get ready for the audit. Schools are randomly picked for audits. We will have this information on the February 22<sup>nd</sup> Manager’s Report. Principal Dwyer feels they are as ready as they can be for the audit.

**ADJOURNMENT**

There being no further business, Commissioner Ramos adjourned the meeting at 7:23 p.m.

TOWN OF OAKLAND:



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KATHY STARK, MAYOR

ATTEST:



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ELISE HUI, TOWN CLERK



Acceptance of  
Starr Street Right Of Way  
Deed

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FEBRUARY 8, 2022

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## Starr Street R-O-W

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There are several points to consider.

- The Mobility Master Plan, adopted by the Town Commission in 2018, outlines the need for a new street between SR 50 and Oakland Avenue.
- The first segment has been completed by the Tractor Supply project and remaining segment, a Town-driven project, remains to be constructed.
- Construction plans are ready and the project is soon to be bid.
- The existing R-O-W width is narrow and additional land is needed.
- The Presbyterian Church has donated property to facilitate.







## Recommendation

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Staff recommends that the Town Commission approve the first reading of Ordinance 2022-08 which accepts the additional right of way by means of a Warranty Deed, to facilitate the Starr Street improvements.