

**TOWN COMMISSION REGULAR MEETING MINUTES  
TUESDAY, APRIL 28, 2020  
7:00 P.M.  
REMOTE ELECTRONIC ATTENDANCE  
As per State of Florida – Office of the Governor  
EXECUTIVE ORDER NUMBER 20-69**

**CALL TO ORDER:**

This meeting was held virtually through the Zoom meeting platform. All attendance was through remote means to abide by the social distancing order. Mayor Stark called the meeting to order at 7:05 p.m., followed by the Pledge of Allegiance and Invocation by Commissioner Ramos.

**ROLL CALL:**

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

COMMISSIONERS ABSENT: None

**Ex Parte Communication: None.**

**PRESENTATION(S):**

- a. Proclamation – Teacher Appreciation Week  
Mayor Stark read the Teacher Appreciation Week Proclamation.
- b. Proclamation – Peace Officers Memorial Day/National Police Week  
Mayor Stark read the Peace Officers Memorial Day/National Police Week Proclamation.
- c. Proclamation – National Public Works Week  
Mayor Stark read the National Public Works Week Proclamation.

**PUBLIC FORUM:**

None

**CONSENT AGENDA:**

- a. Minutes – 4-14-2020 Town Commission Regular Meeting
- b. LED Conversion of Town’s Streetlights
- c. Green Mountain Scenic Byway Letter of Support
- d. Manager’s Report

Mayor Stark announced the items on the Consent Agenda.

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

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

**OTHER POLICY MATTERS:**

Healthy West Orange Arts & Heritage Center Update

Town Manager Koontz provided an update on the Healthy West Orange Arts & Heritage Center.

Administrative Services Update -

- In late February, the Winter Garden Heritage Foundation transferred ownership of a ledger book containing hand-written minutes for the Oakland Town Council meetings held from September 1915 through July 1925. This volume was the only one missing from what was otherwise a complete collection of minutes stored by the town.
- HWO Arts & Heritage Facebook page has 112 followers, approximately 30 posts, over 1,000 post impressions ([www.facebook.com/HWOAHatOakland](http://www.facebook.com/HWOAHatOakland))
- Commissioned map pencil sketch is complete, and inking has begun.
- Pamela Stewart has been working from home creating a master digital database framework of Oakland's past residents from public and municipal records. Using available US Census records from the National and Florida archives, she is compiling a database for each decade beginning with 1940 and working backwards in time.
  - As part of this work, she is also building a master database for the three cemeteries in Oakland. Each family household is a snapshot in time and the database will create an archive for residents to share documents and photographs for Pam Stewart to collect in digital folders and hyperlink them to anyone in the master database.
  - The goal is to have the database accessible to the public on the Center's website and for it to be ADA-accessible. Online visitors will be able to navigate through the database, click on a person's name, and open a pdf file with photos, documents, and narratives about the person's life.
  - Information will be gathered from public records and information contributed by residents. As the database grows, Oakland will add our municipal tax and election roll records and link the Town's official minutes from 1887 forward.
- On a side note – Jay is working on a grant through the state so that we could implement a master plan for the historic cemetery. This would include such things as cleaning up the cemetery, removing chain link fencing and putting in black aluminum fencing to match what is in the area as well as a long term plan on how to take care of the cemetery.
- The volunteer background check process has been approved and we are currently soliciting volunteers. We will begin vetting them up until the fingerprinting process and will continue when we can safely proceed.
- Interior exhibit cases have been delivered and built.
- We are working with Jennifer Hunt and Archaeologist Emma Dietrich to gather artifacts and language relating to Oakland's prehistory - Spanish and Native American tribes indigenous to the area - for display in our exhibit cases.

- We are in the process of ordering art that complements our historic exhibit.
- Together with Mike Parker, we are working with Jim Riffle of the Sign Farm in Ocoee to create signage for the Arts & Heritage Center. He will be here this Thursday to look at the site and see what we have in mind.

#### Construction Update -

- The main exhibit space is nearly finished. Electrical, HVAC, plumbing, painting, flooring, ceiling tile, windows, doors, and hardware are all completed. The room just needs a good cleaning at this point.
- The fire alarm system is in and tested.
- The interior restrooms are effectively 90% complete.
- The meeting/storage room is about the same, 90%, just needs cleaning and the countertop sink needs plumbed in.
- In the porch area, the handrails are in production and will be installed once the column wraps are complete. One of the eastern columns is going to be replaced, due to bad wood. It is warping to the point of needing replaced.
- The concession area is about finished with ac and plumbing are already installed. You may recall this area was to be a "shell" and whoever we contract to run the concession will finish the room.
- The external restrooms are about 75% complete.
- Most of the exterior light fixtures and security cameras have been installed.
- Pavers are installed and look great. We installed conduits under the pavers to allow for irrigation and future lighting.
- The courtyard area has been through significant rainstorms and seems to be performing well, even though it is very flat.
- Several bike racks have already been installed, and several more will go in with the park benches and trash cans.
- The grading around the building has been accomplished and the stormwater pond is beginning to take shape.
- The landscaping will be installed a little later once the brick work around the lower portion of the building has been completed.
- At this point, the only areas of concern that are affecting the schedule are the brick work and the column wraps.
- Again, if any of the Commissioners would like a walk thru of the facility, to ask questions, or to simply admire the workmanship, just let us know.

Commissioner Ramos asked when is the Certificate of Occupancy (CO) anticipated to happen? Public Works Director Parker said the original CO was supposed to be May 1<sup>st</sup>, he is anticipating a couple of weeks later.

Mayor Stark asked when we will put out an RFP for the concession space. Town Manager Koontz said that he wants to give businesses an opportunity to get up and running so they can put proposals in. Mayor Stark said that seems smart but feels we should have it ready to go within a month or two depending on what happens. Vice Mayor Satterfield asked if there would be any way to send something out prematurely to see if there is interest and how many takers

we might have. Town Manager Koontz said that he thinks it needs to be a more formal process than that. Mayor Stark said that she has had a couple of people ask her, not sure how serious they are. Commissioner Ramos stated that he feels the sooner the better; it would be ideal to have them in place at the grand opening.

### **TOWN MANAGER REPORT:**

Town Manager Koontz –

- COVID-19 – Town Manager Koontz recommends that the town continue the path as we have been for the past 6 weeks. Staff that have been working from home will continue working from home. We will continue to hold virtual meetings through the month of May, and we will stay away from having events in the meeting hall and historic town hall for May. The Governors' Executive Order expires Thursday at midnight. Town Manager Koontz feels the Governor will leave it up to the counties as to how they will open up. Mayor Demings has put together an economic taskforce with 4 working groups. The Town of Oakland will follow Orange County's lead. Town Manager Koontz is especially watching for recommendations for summer camps so we can make decisions moving forward for Oakland Nature Preserve's summer camps as well as the school's summer camps. Town Manager Koontz said that we are also keeping an eye on rules to see when we can reopen the Oakland Nature Preserve.

Mayor Stark asked if Jennifer Hunt had any updates for the Oakland Nature Preserve. Jennifer said that there is exciting news at the preserve and that she will let everyone know as soon as it can be publicized. Commissioner McMullen asked if we are still moving forward with Heritage Day in November. ONP Managing Director Hunt said that has not changed at this point, hoping it will continue as scheduled.

### **COMMISSION REPORTS:**

Commissioner McMullen – Has been watching everything, glad everyone is staying safe. Rode around town a few days ago, everything is looking good. Wants to commend everyone for their efforts.

Commissioner Polland – No comments.

Commissioner Ramos – Very happy that Oakland COVID-19 cases have not increased and have remained at 1. Super happy that whatever we are doing stopped the growth of the virus. Mayor Stark stated that she is very happy that we have not had any "outbreaks" like the recent one in Apopka.

Vice Mayor Satterfield – Discussed the need to do something for recognition of the 5<sup>th</sup> graders. There was then discussion of ideas for recognizing the 5<sup>th</sup> graders. Principal Dwyer said she has asked families of 5<sup>th</sup> graders for a 10 sec clip of their 5<sup>th</sup> grader walking a path in their graduation attire along with a baby photo and photo of them with what they want as a career. She wants to create some kind of video footage that could be shared. Principal Dwyer then discussed some other potential ideas to honor 5<sup>th</sup> graders. Vice Mayor Satterfield said it is good to put ideas out there for Town Manager Koontz and the Town Commission to decide on.


Mayor Stark – There have been a lot of meetings taking place and she has been a part of some of them. The Tri-County League of Cities meets every Monday and there have been some interesting conversations. Generally, there has been a lot of confusion as to what will be allowed and what will not be allowed. The Governor’s stay-at-home order is about to expire. We will need to have some patience as we work through this and will look to the county to ensure consistency with the county and state. Town Manager Koontz said he absolutely agrees with this. He hopes tomorrow’s announcement from the Governor will provide for some clarity. He truly believes Mayor Demings has a good group of folks working on this and that we will get clear guidelines to work from. Mayor Stark says she also feels good about what Orange County is doing but direction needs to come from Governor, and she is getting a lot of questions regarding what the Governor is going to do. We will follow guidance from Orange County and there will be things we will have to work through.

Vice Mayor Satterfield wants to comment that all staff are doing well and holding it down and the commission all appreciate it. He is kind of ready to get back to normal, misses seeing everyone in person. Town Manager Koontz said that he really appreciates the flexibility of staff during this time. Mayor Stark stated that we need to look to Town Manager Koontz to be the one voice as to what we are doing in town.

**ADJOURNMENT**

There being no further business, Mayor Stark adjourned the meeting at 8:04 p.m.

TOWN OF OAKLAND:

  
KATHY STARK, MAYOR

ATTEST:

  
ELISE HUI, TOWN CLERK