

**TOWN COMMISSION REGULAR MEETING MINUTES  
TUESDAY, MAY 26, 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 McMullen.

**ROLL CALL:**

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

COMMISSIONERS ABSENT:                      Commissioner Ramos

**Ex Parte Communication: None.**

**PUBLIC FORUM:**

None

**CONSENT AGENDA:**

- a. Minutes – 5-12-2020 Town Commission Regular Meeting
- b. NCL Lease on Vehicle
- c. Winter Garden Heritage Foundation Grant Application Letter of Support
- d. Raftelis Financial Continued Services Agreement
- e. Manager’s Report

Mayor Stark announced the items on the Consent Agenda. She also mentioned that the Manager’s Report said that May was the last month for the Utility Assistance Program as we have depleted the grant funding however we have found out that the grantor would be providing one more month of utility assistance funding so the program will run through June.

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

AYE: McMullen, Polland, Satterfield, Stark

NAY: None

**RESOLUTION:**

Resolution 2020-03: Small Matching Grant Application for Historic African-American Cemetery  
Planning Director Marder explained that we are applying for a Small Matching Grant to prepare a management plan for the Historic African-American Cemetery. The overgrown property's lack of maintenance over many years presents a unique challenge. Planning grant projects funded by the Florida Division of State, Department of Historic Resources, specifically allow for the preparation of preservation or management plans that assess conditions and provide direction necessary to guide the long term preservation of historic resources such as the Historic African-American Cemetery. The grants are competitive. The proposed match includes a minimum cash match of 50% which is \$12,500 for the \$25,000 grant request. The Town also proposes an "in-kind" match, minimum of 50% or \$12,500, in the form of ancestry and historic research as well as selective clearing of the site. The research is anticipated to be accomplished by Pamela Stewart, Special Initiative Coordinator, and Town Public Works employees, about \$6,250 for each. The Preservation and Management Plan will be prepared by a consultant to be hired by the Town.

**MOTION** was made by Commissioner Polland, seconded by Vice Mayor Satterfield, to approve Resolution 2020-03.

AYE: McMullen, Polland, Satterfield, Stark  
NAY: None

**PUBLIC HEARING:**

First Public Hearing, Ordinance 2020-06 – Duke Energy Franchise Agreement

Duke Energy has approached the Town regarding renewing the franchise agreement that was put into place under Ordinance 91-1. The current franchise agreement and ordinance went into effect on November 14, 1991 and is a 30-year electric utility franchise agreement. The new proposed ordinance and agreement would extend the rights and franchise to Duke Energy for another 20 years with two 5-year extensions. The formula by which the franchise fees are disbursed has been updated removing some exclusions and will result in an increase of fees to the Town of Oakland.

**MOTION** was made by Vice Mayor Satterfield, seconded by Commissioner Polland, to approve the first reading of Ordinance 2020-06 granting Duke Energy electric utility rights of way utilization franchise.

AYE: McMullen, Polland, Satterfield, Stark  
NAY: None

**OTHER POLICY MATTERS:**

Healthy West Orange Arts & Heritage Center Update

Vice-Mayor Satterfield provided an update on the status of the Healthy West Orange Arts & Heritage Center.

- Construction Contractor Update (Outstanding Items)
  - Brick wrap around the lower part of the building
  - Column wraps

- Railings
- All items should be complete by the middle of June
- Town of Oakland items (To be completed)
  - Installation of Landscaping (next couple of weeks)
  - Installation of Audio/Visual equipment (next couple of weeks)
  - Signs (exterior and interior)
  - Furnishings, Fixtures, and equipment
    - Staff work area
    - Framing for the stained-glass display
    - Setting up the first exhibit and displays
    - Meeting room furniture
- Grand opening and ribbon cutting (To be Determined)
  - Date
  - What will be the COVID-19 Guidelines at the time that the facility is ready to open?
- Operational Considerations (To be Determined)
  - Exterior Bathrooms
    - Opening date
    - Phase 2 and Phase 3 planning (COVID-19 Guidelines)
      - Hours of operation
      - Sanitation procedures
  - Arts and Heritage Center
    - Opening Date
    - Phase 2 and Phase 3 planning (COVID-19 Guidelines)
      - Operating hours
      - Capacity
      - Sanitation procedures for the public space
  - Concession
    - Scope of Concessions is under review
    - No date yet for advertising RFP

Mayor Stark mentioned that she had taken Derek Bruce from Gunster (they provided a donation for the building) through the center recently and said it looks beautiful. Commissioner Pollard said he has not been able to see the inside yet, has just seen the outside of the building. Vice Mayor Satterfield says it far exceeds his expectations.

Vice Mayor Satterfield stated that we have keys for the building so security is on us now. He is figuring mid-July to start putting everything in there. We need to start planning logistics for the building including hours, cleaning, capacity, grand opening, etc. He said maybe we can have a workshop within the next couple of weeks to discuss these items.

Town Manager Koontz said that he has received plans from all departments regarding re-opening proposals for Phases 2 and 3. As he puts it all together, he will be able to bring something to the commission. He talked about maybe not having a big grand opening as we try to avoid large gatherings but maybe we can do smaller tours and bring in Soul Haven Ranch,

Jim Crescitelli, etc. Town Manager Koontz said that some members of the Healthy West Orange group including Tracy, Lesa, and Jaclyn all toured the building last week and they were very happy with how the building is looking. We are currently working with them to make sure we meet the rest of their requirements.

As far as facility plans, Mayor Stark would like to see a high-level overview document to start from that the commission could then react to. Mayor Stark also recommended other commissioners to provide input to Steve as ideas come up. Commissioner McMullen said we should start small and work our way up. He said it is better to make changes incrementally, we definitely do not want a large crowd over at the center to start with.

Town Manager Koontz said that has drafted a scope of concessions that some of the staff and Vice Mayor Satterfield have looked at. He said the Town Commission might be able to look at the document in June if they would like.

### **TOWN MANAGER REPORT:**

Town Manager Koontz –

- COVID-19 Update – Town Manager Koontz said that our June 9<sup>th</sup> Town Commission meeting would be a hybrid meeting with whoever wants to attend meeting at the Oakland Meeting Hall with social distancing guidelines in place and also the option of attending by Zoom for those who would prefer that. Currently, we are planning for an in-person meeting for June 23<sup>rd</sup> as long as our local numbers don't go up all of the sudden.

Vice Mayor Satterfield asked what we are doing for our parks and playgrounds. Town Manager Koontz said we have not closed our parks, they have remained open and as far as playgrounds, we will follow what Orange County is doing and will open when they open.

Summer Camps – We are recommending that any summer camps being held at the school by Discover or at ONP follow the state guidelines that have been established. ONP will have limited day camps.

### **COMMISSION REPORTS:**

Commissioner McMullen – Nothing additional.

Commissioner Polland – Nothing additional.

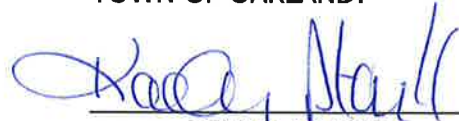
Vice Mayor Satterfield – Nothing additional.

Mayor Stark – Asked if the Town of Oakland can access the federal funding that the State of Florida receives for COVID-19 and if so, do we need to access it? Town Manager Koontz stated that we are tracking COVID-19 related expenses and will submit for reimbursement where it makes sense. Commissioner Polland asked if we can submit for lost revenue such as rental fees, etc.? Town Manager Koontz said that we cannot ask for reimbursement for that part.

**ADJOURNMENT**

There being no further business, Mayor Stark adjourned the meeting at 7:49 p.m.

TOWN OF OAKLAND:

  
\_\_\_\_\_  
KATHY STARK, MAYOR

ATTEST:

  
\_\_\_\_\_  
ELISE HUI, TOWN CLERK