

Town of Grant-Valkaria
Town Council Minutes
Wednesday, January 24, 2007 at 7:00 P.M.
Grant Community Center

A. **CALL TO ORDER** 7:05 P.M.

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL (by Interim Clerk)**

Mayor, Del Yonts – present

Council Member, Seat 1, Joe Hackford – present

Council Member, Seat 2, Danielle Morgan – present

Council Member, Seat 3, Pat Bryan – present

Council Member, Seat 4, Cathy DeMott – present

Council Member, Seat 5, Dan Faden – not present

Council Member, Seat 6, Jason Mahaney – present

Motion mad to excuse D.Faden from January 24, 2007 Council Meeting.

Motion by J. Hackford and Seconded by D. Morgan

Voice vote on the motion carried unanimously

D. **ADDITIONS AND DELETIONS TO AGENDA**

H. 2. (Yonts) Sebastian Beach & Tennis Village

H. 3. (Burr) Town of Grant-Valkaria phone calls.

E. **CFO Report**

C.DeMott reported that there are no new transactions. The current balance is \$34,812.59.

D. Yonts stated that a budget workshop needed to be scheduled soon. After a discussion by the council, a budget workshop meeting was set for Monday, January 29, 2007 at 7:00pm at the Grant Community Center. All council members will attend as well as George Wolfe who has volunteered to participate. Lisette Kolar will make arrangements for the meeting to be advertised to the public. Items to be looked at will be the audit of last year's books as this is due in April 2007 and to assess finances to determine a two month minimum financial plan. D. Burr stated that a brief agenda would need to be developed. D.Yonts agreed to provide the budget agenda as this will be the only order of business during the January 29th meeting.

F. **CONSENT AGENDA:**

1. Approval of the 01/17/07 Interim Council Minutes.

Motion by J. Hackford; seconded by C. DeMott.

Voice vote on the motion carried unanimously

G. **UNFINISHED BUSINESS:**

1. **(Wolfe) – Emergency management grants status:**

G. Wolfe reported that draft applications have been completed for funding on the Emergency Operation Center and Communication Equipment. He recognized and thanked Terry Wolfe and Ray Kolar for their help with this project. He believes that they are on firm ground with the grant requirements and are on track with county deadlines. The next step will be in February as there will be a meeting and review of

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1. (Wolfe) – Emergency management grants status (continued):

the applications with the Brevard County Mitigation Group and a technical review with the state. Bob Lay with the Brevard County Mitigation Group has requested an advance copy of the applications. D. Yonts stated a resolution will be required to move forward with a draft letter which R. Kolar will handle. D. Yonts further expressed his concerns about the town's budget commitment in the proposals. Per the proposal, the town would need to commit \$7,500.00 per year. He questioned the need for two emergency vehicles. G. Wolfe stated that the town is approximately 35 square miles and has 4000 residents. He believes that the two vehicles would be needed in order to respond during a major emergency such as a hurricane. G. Wolfe further stated that the proposals outlined a need for two teams, two vehicles and the potential for two trailers. D. Yonts believes that outside of hurricanes, which are isolated events, one vehicle should adequately serve the town. Per D. Yonts, the proposal did not recognize the need for storage which would be an additional cost to the town. He stated that this could raise the town's financial obligation to \$10,000.00 per year. R. Kolar suggested that one vehicle be deleted from the plan. G. Wolfe continued to support the need for two vehicles. B. Allan asked what the vehicles would be used for. G. Wolfe stated that they would act as a mobile operation center as a facility was not available. Each unit would be outfitted with laptops with consoles in order to coordinate with the Emergency Operation Center located in Rockledge, Florida. He stated that the town's primary need at this time is a Command Post. H. King inquired about staffing of the vehicles. G. Wolfe stated that the town council has appointed him as the Volunteer Coordinator, with 18 people currently CERT trained. His goal is to have 60 people CERT trained. D. Rabino inquired about a storage facility. G. Wolfe stated that a storage facility or Emergency Operations Center was currently not in place. The contract year for funding will be from July 2007 through June 2008 so there is time to research this need. D. Yonts reported that an estimate provided for storage at approximately \$150.00 per month per vehicle but anticipates that the Town Hall will be in place before the grant period begins. P. Bryan suggested that the vehicle for the Town Administrator could double as one of the emergency management vehicles to consolidate cost. G. Wolfe stated that it would not be likely that this approach would meet EOC criteria due to specialized requirements for an EOC vehicle. He further stated that the storage trailer(s) would be 7 x 17 dual axles and would meet all equipment storage needs. He believes that if we come in below budget and decide on a smaller trailer(s), the remaining funds could be used elsewhere within the program. P. Bryan inquired about the Valkaria facility as a storage option. D. Yonts stated that all of these details could be decided at a later date. D. Morgan suggested that the council agree to one vehicle and move forward from there. A motion was made to agree to (1) EOC Van, (1) CERT Trailer, and (1) EOC Trailer.

Motion by D. Morgan; Seconded by J. Hackford

Voice vote on the motion carried unanimously

D. Yonts stated that the next step would be to begin work on the letters which will be handled by Ray Kolar and George Wolfe. This will be a single resolution 01-2007. Resolution read by D. Yonts with no discussion by council or those in attendance.

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Section 2.13.4 will be changed in the letter. P. Bryan suggested that the council accept the resolution with the designated council member being Mayor – D. Yonts.

**Motion by P. Bryan; Seconded by C. DeMott
Voice vote on the motion carried unanimously**

2. (Yonts) – Designation of Interim Town Clerk for 1/31/07:

D. Yonts stated that Mary Kestner had volunteered to take the minutes and asked the council if they should authorize to pay her. Mary had reported that she spent 21.45 hours on the minutes for 1/17/07 and has agreed to be paid \$10.00 an hour at an approximate cost of \$210.00 per each meeting minutes. There was a general discussion over the time spent to complete the task as other interim town clerks estimated that the time spent was approximately 12 hours. D. Yonts further reported that Jo Faden has already agreed to act as the interim town clerk for the January 31st meeting. D. Yonts also stated he would check to see if Jo Faden would volunteer to act as the interim town clerk for the January 29th Budget Workshop meeting.

3. (Morgan) – Town Manager & Town Clerk Job:

D. Morgan reported that the job description for the Town Clerk and Town Manager has been posted on the Grant-Valkaria Website with no responses to date. She further reported that Susan Kergan sent her a resume and she would like her to act as an interim town clerk for one of the future meetings. D. Yonts suggested that the council set up a Town Clerk Workshop or discuss the position at the next meeting if there are only 4 or 5 candidates. He reports that Janice Daniels continues to express an interest in the position. It was agreed that this issue would also be discussed at the Budget Workshop meeting scheduled for January 29, 2007. D. Morgan reminded the council that she would be out of town during some of the month of March and D. Burr has agreed to handle Town Clerk and Town Administrator activity in her absence. D. Morgan will provide D. Burr with all advertising contacts. D. Yonts stated that an ad could be placed with the League of Cities. D. Yonts further stated that B. Allan, L. Kolar and D. Burr had met with him to inquire about, handling some of the Town Administrator activities until one was hired. It was determined that their efforts would be better concentrated on zoning issues. He further stated that the town had two options, 1) Hire an Interim Town Manager as an overseer of the volunteers, and 2) Hire an Interim Town Manager to handle all of the responsibilities and assist in the hiring process for the permanent Town Manager. These options should be discussed with applicants. D. Morgan stated that she has received resumes for the Town Clerk and Town Manager positions from the Range Riders. These represent individuals interested in the position on an interim and permanent basis. D. Burr asked if the Interim Town Manager could turn into the permanent Town Manager. The council responded yes to this question. D. Burr further suggested that the interim period be defined. D. Yonts suggested that the interim position should be at least 6 months in order to have a chance to get things going.

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4. (Mahaney) – Code Enforcement:

J. Mahaney reported that the county will handle all complaints on land clearing and environmental issues. He further reported that any Code Enforcement complaint that was written down became a matter of public record. All calls that have not been recorded remain anonymous. P. Bryan asked if the nature of the anonymous complaint could be public record without naming the complainant. J. Mahaney reported the name was anonymous but the complaint was public. He further stated that he had not received any new complaints this week. D. Yonts stated that Daryl Monroe was an independent building inspector for the towns of Palm Shore and Melbourne Village and thought he might also do code enforcement work. D. Yonts would like to see if he would be interested in working with the Town of Grant-Valkaria. D. Morgan reported that she had received a resume from a Residential Code Enforcement candidate and she will follow-up.

5. (Hackford) – Seafood Festival Permits Status:

J. Hackford reported that the permit application should have been turned in and hopefully everything would go smoothly. L Kolar reported that after the county looked at the application, it should come back to the council. After the application has been received by the council, there will be a concurrence from the council on approval of the permit. L. Kolar has agreed to follow-up with the county so that the process is completed in a timely fashion.

6. & 7 (Yonts) Status of County Contracts & 7. Additional Status Updates:

D. Yonts reported that there were a couple of ways that we could handle services from the Sheriffs Department. 1) Participate in the MSTU with Brevard County Sheriffs department (same as current) or 2) The residents of the town could pay the town and the town would in turn pay the Sheriffs Department for services (the town of Palm Shores does not do it this way). D. Yonts would like to discuss this in detail at the Budget Workshop because there will be no Ad Valorum for the town if we participate in purchased services from the county. The town's decision will affect fire and rescue services and all other MSTU's.

8. (Bryan) Zoning and Land Use Committee, 1/31/07 workshop status:

P. Bryan stated that he will email the agenda for the workshop and a handout will be available on the town website. L. Kolar will handle all advertising for the meeting. P. Bryan stated they will look at all issues and comments from the town attorney. They will be making a decision on the administrative process for zoning. Zoning Moratorium will also be discussed. D. Yonts to send out Moratorium to all council members. They will also discuss the appointment of a Planning and Zoning Board. D. Yonts stated that he would recommend we seek advice from established planners. Also it may be helpful in putting together an advertisement for this position. D. Yonts further stated that the town will need to set up a method for vacating right of ways. This item will need to be added to the agenda. There are also two current issues that need to be grandfathered in. Fountainhead Mausoleum and the storage units at the end of Old Dixie Highway owned by Peggy Brown. She is requesting that the zoning be switched

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8. **(Bryan) Zoning and Land Use Committee, 1/31/07 workshop status (continued):**

from AU to BU2. L. Kolar reported that Robin Sobrino has agreed to assist the zoning committee and provide education on comprehensive planning to the council and the zoning committee. J. Mahaney reported that the Town of Malabar has offered to attend and help out as well. L. Kolar suggested that the first workshop should be devoted to establishing a process and that other people such as the Town of Malabar should be invited to attend at a future time. D. Yonts requested that the Landscape Ordinance 06-55 be added to the February 7th agenda as there needs to be clarification on clearing property under AU status.

9. **(Faden, Hackford) Rental Property Availability/ Potential Lease Sites:**

Joe Hackford reported that the **Grant Fire Department** has made an offer to sell their property and facilities to the town for \$400,000.00 (appraised value of \$550,000.00). Amortization over 20 years will be interest free/ \$1,667.00 mthly with a 3 year balloon. The facility is on .94 acres with BU-1 zoning and consists of a 5000 square foot building with 4 garage doors, 3 wells and 1 septic, bathroom facilities, kitchen, office and storage. The second building located on the same site is a hurricane safe structure at 976 square feet, handicap accessible with no amenities. The building is currently being leased on a month by month basis. D. Yonts voiced the following concerns; 1) The building needs to be looked at, 2) What improvements would need to be made for it to be up to code, 3) The Town Charter states that the town cannot commit to any debt beyond the current fiscal year. He further inquired about the possibility of renting the smaller structure until the town could decide. G. Wolfe reported that there are Critical Facility Grants available that might assist the town in purchasing the property. Joe Hackford further reported that the **Grant Community Center** E-Board held a special meeting to discuss the possibility of leasing some space on the GCC grounds to the Town. The Town is investigating leasing a small single wide office trailer which could be placed on the GCC grounds temporarily while the Town investigates options for a Town Hall. The office trailer would house the Town Clerk and Town Administrator. Town Council meetings would continue to be held in the Grant Community Center unless the trailer was large enough. These arrangements are only temporary while the Town researches options for a permanent Town Hall. It is anticipated that the Town would be leasing the office trailer for 1 year. The cost to the town would be \$300.00 per month to lease land for the office trailer and \$200.00 per month maximum charge for Town Council meetings (\$50.00 per meeting, \$200.00 max) The Town would be responsible for installation and electricity and any other expenses related to the office trailer. Further information was discussed on the size and associated cost of trailer rentals. Total rental cost covering use of the Grant Community land, facilities for meetings and trailer would be approximately \$1000.00 monthly. General comment from Linda Mason concerning hurricane worthiness. D. Yonts also presented information on the Old Train Depot located near the Grant Historical House. This has been offered as a potential town hall site by the Grant Historical Society. D.Yonts stated that the building would require major renovations and was located on county property in a public park setting. Due to these factors, he is leaning away from this option. D. Yonts stated that the trailer has more appeal. D.

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9. (Faden, Hackford) Rental Property Availability/ Potential Lease Sites (continued):

Rabino inquired about the cost of the Brick Building located at the Grant Fire Department site. The Grant Fire Department Representatives will need to meet in order to determine whether they would rent the brick building separately and at what cost. D. Yonts stated that the council will have to look at all options and decide the best course of action. D. Burr also reported that there was a house on US 1 near the Landscape Depot with the proper zoning that would be available to rent on April 1, 2007 for \$1,100.00. The structure is a 2 bedroom, 1 bath. The bathroom can be modified to be wheel chair accessible. She further reported on a second house located on US1 north of the Grant Animal Clinic. This property is zoned BU-2 and could be used for offices. Price on this rental was not available during the meeting. P. Bryan stated that it seemed that the trailer was the best option as it could be moved on immediately and was within the budget. D. Yonts further stated that the buildings located behind the Grant Antique Mall were not a good option and have been ruled out. He further stated that if the house was rented on US1 at \$1,100.00 monthly, the town would still have to rent the Community Center at \$200.00 per month for Town Hall meetings. He stated that he felt the Community Center and grounds for a trailer or the Fire Department were the best options. D. Yonts further stated that he likes the Fire Department but voiced his concerns as to whether the town could purchase it. L Kolar stated that she liked the idea of turning the old Grant Fire Department site into the Town Hall and believes that it will enhance the neighborhood. D. Yonts stated that in order for the council to move forward on the Fire Department, it would require a town vote as it is an item that does not fit within the boundaries of the charter. He would like to see if a price is available for the brick building only. He believes that in approximately two weeks the council will have a better idea as to what the town can do regarding the fire department purchase. D. Yonts will request the town attorney to clarify lease options within the bounds of the charter. P. Bryan would like to pursue the idea of buying the land. J. Mahaney and D. Rabino have agreed to do a visible walk through of the facility on January 26, 2007 at 4:00 pm. J. Mahaney requested a copy of the site plan so he can determine what it will take to get the facility up to code. T. Reynolds stated that until the town gets 3/4ths revenue, they should wait on these purchases. The town needs to be more stable. R. Stifflemire made a general comment on the condition of the Fire Station with regards to oil spills. D. Burr made a general comment on the possibility of purchasing a trailer that could be used for emergency management at a later date.

10. (Faden, Yonts) Franchise Fees:

D. Yonts reported that the town will start receiving the ½ cent Sales Tax Franchise Fee in February 2007. The Community Service Tax Ordinance will be available by September 2007 effective January 2008. The county is collecting in the interim. He further reported that D. Faden is following up on FPL Franchise Fees collected by the county in August and September of 2006. He stated that it would be very difficult for FPL to determine the exact amount received by the county and recommends that D. Faden use the estimate option to determine the amount. The council was in consensus and D. Faden will pursue this option.

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G. NEW BUSINESS:

1. (Yonts) – Interlocal Agreement:

Yonts reported that the town would be responsible for maintaining 911 Information. R. Mahaney stated that the town would cooperate with the county to update the information. D. Yonts elaborated on the town's obligation. It was determined by the council that they would adopt the Interlocal agreement.

**Motion by P. Bryan; seconded by D. Morgan.
Voice vote on the motion carried unanimously**

2. (Yonts) – Sebastian Beach & Tennis Village

Yonts reported that the county filed suit with the dust issue. Seeding of problem areas seems to be correcting the problem and the county is ready to let the project move forward. The Sebastian Beach & Tennis Village is requesting to extend/renew for 1 year the existing site development permit. L. Kolar questioned whether or not this issue should be decided without being on the agenda. D. Yonts asked if it should be decided on tonight or be placed on the next meeting agenda. It was suggested by the council to move forward and extend/renew for 1 year the existing site development permit on the Sebastian Beach & Tennis Village.

**Motion by D. Morgan; seconded by J. Hackford.
Voice vote on the motion carried unanimously**

3. (Burr) – Phone Calls

D. Burr reported that she received a call from Chris Marshall who is the President of the Bear Creek Neighborhood Association reported that the county had taken down their neighborhood sign due to work being done. Bear Creek would now like to construct a new cement sign to replace the old one. He is requesting a letter be sent to the county by the town council that will permit the installation of the new sign. D. Yonts stated that if this is what the county needs, they should be asking the town. D. Yonts will call the county manager to resolve this issue. C. DeMott would like to see the new sign design before the town gives Bear Creek their blessings. D. Burr further reported that she has received two or three calls regarding neighbors clearing land and maybe not having a permit to do so. She asked for direction as to what she should do in these situations. J. Mahaney stated that this was a code enforcement issue and that the county Code Enforcement office was responsible for handling these issues. D. Burr also reported that she received a call from the Cypress Creek neighborhood regarding people speeding. She called the Department of Transportation and the Sheriffs Department and neither organization would respond to the complaint. D. Morgan stated that she would call the Sheriffs Department and ask for assistance with this matter. L. Mason suggested that D. Morgan call Lieutenant Drinkwater or Cochrell to inquire about receiving assistance from

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the Citizens Patrol Unit. D. Yonts suggested that D. Morgan follow up on the matter and report back to the council. D. Burr will provide D. Morgan with the details.

I. MAYOR REPORT

D. Yonts reported that the League of Cities has offered the town a one year free membership. The next League of Cities meeting will be on February 12th. He reported that this is a good way to meet peers from other towns. The cost for the meeting will be \$25.00 per attendee. D. Yonts, C. DeMott and D. Morgan have agreed to attend the next meeting. A check for \$75.00 will be cut in advance to cover the cost of the meeting for those attending.

D. Yonts reported that Tim sent an email out about FAQ's. He request that this information be looked at and updated if necessary. He also suggested that the council photos be updated and put on the website.

D. Yonts reported questions that arose at the EELS meeting about the county paving some of the trails on EELS land. He states that this organization is against any paving. This item will be added to the February 7th agenda. He will find out if Bobby Putman is aware of this issue.

D. Yonts stated that he received a phone call from Chief Farmer as he would like to meet with the mayor regarding Fire Department services. D. Rabino has agreed to attend the meeting with the mayor. The meeting to occur sometime at the end of February or early March.

D. Yonts reported that Capri Engineering is interested in doing building permits with the town. The county is agreeable to continue to serve as the towns building department up until the time when the town begins to deviate from the county codes. This option will be looked into at a later date.

Reports

P. Bryan stated that he will be attending a meeting on January 29th with the Water Supply Board / Margaret Engel – Saint Johns River Water Management and on February 5th he will attend a meeting with Margaret Engel – Saint Johns River Water Management to learn more about the aquifer situation in the area.

I. PUBLIC COMMENT:

L. Mason stated that she would like to see the town control the types of advertising signs allowed to be used in the community.

J. ADJOURNMENT:

Motion made to adjourn.

**Motion by P. Bryan; Seconded by D. Morgan
Voice vote on the motion carried unanimously**

Meeting adjourned at 10:40 P.M.

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BY:
(Signature on File)

Del Yonts
Mayor

ATTEST:
(Signature on File)

Christine Hackford
Interim Clerk

1/31/07
DATE: _____