

Grant-Valkaria  
Town Council Minutes  
Wednesday, April 11, 2007  
Grant Community Center

- A. **CALL TO ORDER** 9:52 P.M.
- B. **PLEDGE OF ALLEGIANCE**  
(Done upon initial assembly.)
- 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 - absent (excused)  
Council Member, Seat 5: Dan Faden - present  
Council Member, Seat 6: Jason Mahaney - present
- D. **ADDITIONS AND DELETIONS TO AGENDA**  
Yonts: H3) Terms of LPA/P&Z Board Members  
Faden: H4) Grant Application  
Mahaney: H5) Code Enforcement
- E. **CPO REPORT (Copy on file)**  
No report provided by C. DeMott.
- F. **PUBLIC COMMENT (Non-agenda items only)**  
None.
- G. **APPROVAL OF MINUTES**  
**Motion by J. Hackford to approve minutes of 04-04-07; second by P. Bryan**  
**Voice vote on the motion carried unanimously.**
- H. **NEW BUSINESS**
1. **(Yonts) - Proposed Lease for Chase Building (TownHall)**  
Del reviewed the proposed lease with Mr. Bohne. There were 2 areas of concern. Changes were made, reviewed and agreed upon. Discussion was open to the public. Anything the Town attaches to walls or structure it will take upon termination of the lease (i.e. projector screen, etc.) The lease will give the Town first option on Suite A if vacated by the owner and a rent adjustment will be determined at that time. Council will agree to 2 years on the lease, rent amount will not change during that time and any change of location for the Town hall would take time anyway. Mr. Bohne stated that the 2 year lease would be in agreement with the Charter. Insurance coverage will be checked into by L. Kolar. Some contract changes were identified by Del and agreed upon by Mr. Chase. Mr Bohne to draft lease agreement and get it to Del. He will forward it to the Council when it is completed and insurance issues resolved.  
**Motion by D. Morgan to accept the Chase Building lease with changes made as approved; second by P. Bryan**  
**Voice vote on the motion carried unanimously.**

Renters insurance was discussed and Lisette Kolar stated that the current company could provide \$15,000.00 of coverage for \$500.00 per year. This can be revised at a later date but would be a good start.

Mr. Chase has emergency and exit lighting. Joe and Dan Robino will meet with him to discuss location of placement.

**Motion by D. Morgan to purchase renters insurance from current carrier with cost/coverage as stated above; second by J. Hackford**  
**Voice vote on the motion carried unanimously.**

## **2. (Yonts) – Interlocal Agreements with Brevard County**

- Municipal Services: County Commission approved yesterday. No further discussion, no public comment.

**Motion by P. Bryan to accept Municipal Services agreement with Brevard County; second by D. Morgan**

**Voice vote on the motion carried unanimously.**

- Road Ownership: Also approved yesterday by County Commission. Brief discussion ensued. Essentially, if the Town wants the revenues it must also keep the roads. Babcock Street will remain County and US 1 belongs to the state. May need another interlocal agreement to deal with fees. No public comment.

**Motion by P. Bryan to accept Road Ownership agreement with Brevard County; second by D. Morgan**

**Voice vote on the motion carried unanimously.**

Mr. Bohne will be developing the ordinance dealing with unpaved roads and will inform Ms. Bentley that the Town has approved interlocals thus far.

## **3. (Yonts) – Terms of LPA and P&Z Board Members**

It was discovered that there were too many members put on 2 year terms. Del suggested that since Burr, Kolar, and Mafera were the original 3 members of the Land Use Committee, R. Mahaney be put on for 1 year to get the Board on cycle.

**Motion by P. Bryan to change R. Mahaney to one year term; second by J. Hackford**

**Voice vote on the motion carried unanimously.**

The LPA/P&Z will now have 3 members whose term will end 12/09 and 4 members whose term will end 12/08. Jason to inform R. Mahaney of change in term.

## **4. (Faden) – Grant Application**

Mr. Brock made the Town aware of a grant worth \$66,000,000.00 that is available for open space and land for parks. Ray Kolar has volunteered to go forward and do further research for the Town. The deadline for application is May 9, 2007. The Council agreed for him to proceed. Dan will do follow up in his report to the Town next meeting.

## **5. (Mahaney) – Code Enforcement**

Moved to later in the agenda to facilitate cost effective use of Town Attorney.

# **I. UNFINISHED BUSINESS**

## **1. (Yonts) – Selection of Town Administrator**

Moved to first on agenda so that Mr. Bohne would be present for discussion regarding contracts and negotiations. He has started writing the contract between Town Administrator and the Town but states there will need to be negotiations done with the

candidate that is chosen. Del, Denni Burr, and Karl Bohne will be the Town negotiating team. Mr. Bohne estimates that negotiation time will be approximately one week and include all aspects of the contract including all benefits, vacation time, continuing education, severance pay, ICMA dues, etc. All needs to be spelled out, including the interpretation and use of comp time. Mr. Bohne will send draft contract out to Council for input prior to negotiations. Council to send any comments directly back to Mr. Bohne. Lisette Kolar stated that the background check could be done after the offer is made. Contract can be signed pending the background check. Town of Malabar used Edge Information Management, Grant-Valkaria can do the same.

**Motion by D. Morgan to proceed with Edge Information Management for Town Administrator background check; second by P. Bryan**  
**Voice vote on the motion carried unanimously.**

Candidates in contention are Matthew Brock and Richard Reade. Discussion ensued and included the public. Dan and Del both contacted each candidate by phone with further questions and made that information public. Denni Burr did a reference check on both candidates and reported her findings. The Mayor, Council, and public all agreed that it was great to have 2 such qualified candidates, and the final decision would be a difficult one. After extensive discussion, the task came back to Council at 12:00 A.M. There was no opinion or vote available from C. DeMott and e-mail contact with Jo Faden was read for the record and archived.

**Motion by J. Mahaney to offer the position of Town Manager to Matthew Brock pending background check and further negotiations; second by D. Morgan**  
**Voice vote on the motion carried unanimously.**

Del to contact the chosen candidate with offer of the position. Discussion about salary offer ensued. D. Morgan suggested the Town offer \$65,000.00 salary. After further discussion the Council agreed.

**Motion by D. Morgan to offer Matthew Brock \$65,000.00 annual salary and begin background check and contract negotiations; second by P. Bryan**  
**Voice vote on the motion carried unanimously.**

Del stated that item H5 - Code Enforcement will be deferred to the April 18<sup>th</sup> meeting, but suggests that the Council discuss the Fiscal Year Audit as it is time sensitive.

**Motion at 12:10 A.M. by D. Faden to continue meeting with fiscal year audit; second by J. Hackford.**  
**Voice vote on the motion carried unanimously.**

## **2. (Yonts) – Fiscal Year Audit**

Charter states that there will be a fiscal year audit and the deadline can be amended but not waived. Lisette Kolar stated that she spoke with 3 auditing firms (see attachment). Two said the Town should attempt to waive the requirement, one said to do a statement of cash receipts instead of a full audit. Because of the minimal financial activity during the fiscal year this would be a viable option. The process would take 1 week and cost \$500.00 (as compared to a Yellow Book Audit which would cost in the thousands, be time consuming, and is not necessary in this case). Mr. Bohne agrees that the Town will meet its intent by doing the cash receipt audit.

**Motion by P. Bryan to authorize Ross Whitley, CPA to perform a Cash Receipt Audit for the Town at a cost of \$500.00; second by D. Faden**

**Voice vote on the motion carried unanimously.**

Del expressed disappointment in W.D. Barnes for notifying the Town Friday that they could not come forward with work requested in a timely manner.

**Motion by J. Hackford to proceed with “Reports” section of meeting; second by P. Bryan**

**Voice vote on the motion carried unanimously.**

**J. REPORTS**

**P. Bryan**

- No report.

**D. Faden**

- No report.

**D. Morgan**

- No report.

**J. Hackford**

- At the GCC meeting Monday all agreed that the Town could use the building when available for \$100.00 per month or \$50.00 per meeting.

**J. Mahaney**

- No report.

**C. DeMott**

- Not present, no report filed.

**D. Yonts**

- Sidewalk assessment and flag lots on agenda for discussion next week
- Planner interview schedule will be established. Looking at special meetings in the end of April.
- There will be a Budget workshop scheduled in the near future. Tim Reynolds has agreed to update spread sheet and be involved in this process. Budget for next year needs to be done by 06-01-07.
- A staff report compiled by L. Kolar was put on file and she will be consulting with Susan Kabana of Malabar regarding auditing.
- Jo Faden to go forward with thank you letter to Grant Fire Department for their generous donations to the Town hall.

**K. PUBLIC COMMENT**

Bonnie Allen inquired about the progress of set back variance rulings. Response was that the Board of Adjustments has to be in place and ordinance created, then 30 days later the process could move forward after the legal adoption of the ordinance.

**L. ADJOURNMENT**

**Motion made by J. Mahaney to adjourn; second by J. Hackford**

**Voice vote on the motion carried unanimously**

Meeting adjourned at 12:30 A.M.

**BY:**

(Signature on File)

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**Del Yonts**

**Mayor, Grant-Valkaria**

**ATTEST:**

(Signature on File)

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**Jo Faden**

**Interim Clerk, Grant-Valkaria**

**04/18/07**

**DATE: -----**