

TOWN OF GRANT-VALKARIA, FLORIDA
REGULAR TOWN COUNCIL MEETING MINUTES
JULY 18, 2007
GRANT COMMUNITY CENTER
4580 1ST STREET, GRANT, FL 32949

The Regular Meeting of the Town of Grant-Valkaria, Florida, Town Council was called to order at 7:06 p.m. by Mayor Del Yonts followed by the Pledge, and roll call to the Council Members, with the following present:

Mayor – Del Yonts
Seat No. 1 – Joe Hackford, Vice Mayor
Seat No. 2 – Danielle Morgan
Seat No. 3 – Pat Bryan
Seat No. 4 – Cathy DeMott
Seat No. 5 – Dan Faden

Town Manager Matthew Brock
Town Clerk Susanne Krueger

EXCUSE COUNCIL MEMBER MAHANEY

Motions by Council Member DeMott, second by Vice Mayor Hackford, and vote unanimous to excuse Council Member Mahaney.

CHANGES TO AGENDA

Town Manager requested adding to New Business-H.2-Trout Creek – 15 foot perimeter buffer.

APPROVAL OF MINUTES – TOWN COUNCIL MEETING JUNE 27, 2007

Motions by Vice Mayor Hackford, second by Council Member Morgan, and vote unanimous to approve the minutes of the June 27, 2007 Town Council Meeting with the last sentence of the first paragraph on the second page to be read as “It was the consensus of Council to make the decision at the September 26th meeting to either keep the name Grant-Valkaria or move forward with a referendum.”

REPORTS

1) Town Manager’s Report

Town Manager Brock informed Council that he will be on vacation July 21st through July 28th and will try to make it back for the Grant-Valkaria Day.

2) Town Attorney’s Report

No report given, Town Attorney excused by Town Manager Brock.

3) Council Reports and Comments

Council Member Faden suggested that there be some method of tracking items brought before the Council, maybe as an action items list, that need to be brought up at the following meeting. He requested that Town Manager Brock provide a status report on items addressed at meetings. He

inquired about the status of the Valkaria Lakes storm water project, the patching of some of the potholes, and insurance at the airport.

Town Manager Brock stated that he met with Mr. Borowski from the Valkaria Airport and is working on obtaining proof of insurances. He stated that he met with Keith Albard and Mary O'Neill from the County and asked for a schedule of maintenance of our town roads. He stated that the Town Attorney contacted the County in that the Town would like them to continue this project at their expense.

Council Member Faden thanked Town Clerk Krueger for the detailed minutes. Mayor Yonts stated that he in fact talked to Town Clerk Krueger and advised her to try a different approach in typing the minutes in that they could be more concise.

Council Member Morgan addressed the public to please contact her through the Town's email account (dmorgan@grantvalkaria.org) and not through her personal account. She informed the public that she does not open emails from her personal account pertaining to town business.

Vice Mayor Hackford stated that there was a fire which burnt down the building across the street from the Grant Community Center, next to 'Peaches' house. He also stated that he received the letters for the sign in front of Town Hall, as approved at the last Town Council meeting, and the cost was less than expected at a cost of only \$76.00.

Mayor Yonts stated that Commissioner Voltz requested a meeting with himself, Matt and Mel Scott to discuss membership in the Valkaria Airport Authority Board (VAAB). Mayor Yonts asked the public if they had any comments to take to the meeting to please contact him. This meeting is scheduled for July 30th.

4) Public Comments (Non-Agenda Items Only)

Lisette Kolar encouraged Mayor Yonts to make sure he gets 1,2, or 3 seats on the County Valkaria Airport Advisory Board (VAAB).

UNFINISHED BUSINESS

1) Selection of Auditing Firm (Brock)

Town Manager Brock informed Council that the only proposal received was from Berman, Hopkins, Wright, and LaHamm, CPA, LLP in the amount of \$13,500.00 as an annual cost with a two-year renewal option. He introduced Allison Becka of Berman, Hopkins, Wright and LaHamm, CPA, LLP who explained that the audit procedure would involve assessing risks for mistakes or fraud, perform quality control and review Town's process. This would be reviewed by staff, seniors and managers according to government auditing standards.

George Wolfe stated that he is on the auditing committee to select the auditing firm and that the committee has not been contacted. This committee consists of Bonnie Allan, George Wolfe, Ray Kolar, and Tim Reynolds who will report to the Council after reviewing.

Ms. Becka confirmed that this is a new state statute that once every three years you must establish an audit committee.

Lisette Kolar stated that Berman, Hopkins, Wright and LaHamm performed the charter audit and they are familiar with the Town, and were of help.

It was the consensus of Council to refer the selection of the auditing firm to the committee for further action.

2) Presentation of Budget For FY 07/08 – Review of Budget – Establishment of Proposed Millage Rate – Time & Place of Public Hearing (Brock)

Town Manager read his budget statement to Council highlighting the budget as follows:

- Budget is a balanced budget, proposing revenues and expenditures of \$714,021 which includes one fund, the general fund
- Budget includes a zero millage
- Surplus balance of \$157,794 , and a carry forward amount of \$247,619 (data gathered from the bank statements)
- Unencumbered reserve fund of \$405, 413
- Grant funding from DCA of \$25,000 for comprehensive planning services provided by Miller-Legg - \$75,000 expenses included for preparation of comprehensive plan, or a net cost to the Town of \$50,000
- Includes Capital Improvement Plan for street paving and town hall
- Includes five-year financial plan as required by Section 7.07 of the charter
- Includes \$25,000 in contingency fund
- Includes 2% COLA and 3% merit raise for employees
- Includes financial support for the town at no more than 10 hours a month to provide monthly financials for review, reconciliation of existing ledger since incorporation into new accounting system, all audit preparation, budget to actual, balance sheets, ledger entry and management, payroll, bank reconciliation and many other related documents
- Includes part time financial/administrative assistant
- Sheriff and Fire is not in the budget because the County will be collecting and paying this

Mayor Yonts and Council Member Faden agreed that one of them would try to attend a meeting on July 24th with Ernie Brown, Brevard County, to express continuation for another year for the storm water, building permits and contractor licensing.

At the direction of Council, Town Manager Brock is to follow-up on the requirement of the Florida League of Cities having Council being paid \$1 to have liability insurance coverage.

Mayor Yonts questioned if the part time financial person and the part time administrative assistant can be combined.

Town Manager Brock turned the question over to Ms. Becka, who recommended the Town hire an accounting firm for the following reasons:

- They will provide accurate financial information
- Familiarity with the State Auditor General and the State Department of Banking and Finance requirements
- As a measure to prevent fraud
- They have good financial knowledge and experience in financial statements and governmental accounting according to the General Accounting Standards Board
- Administrative assistant probably won't work because there is a need for someone to take cash at the door and cut checks, code the transaction, know the approval process and familiar with capital expenses
- Malabar has a clerk and finance person do the work and she has several people working for her
- An accounting firm can get the Town established with a uniform chart of accounts
- There are two sets of financials required – modified and full accruals

Linn Walters, Lisette Kolar, and Terry Buydos discussed the County's rolled back rate and cut backs on services saving residents about \$5 to \$10.

Ray Kolar suggested using an accounting package like IMS where it would generate reports, etc.

Ms. Becka stated that someone still needs to code a transaction, have an approval process, and know capital expense.

Discussion was made between Council, Town Manager Brock, Lisette Kolar, and George Wolfe regarding the three and five year financial plan, accepting a budget for this year and next year starting with the five-year plan.

It was the consensus of Council to take a break at 8:45 p.m.

Mayor Yonts recalled the meeting to order at 8:55 p.m.

Council reviewed the Fiscal Year 2007/2008 Budget, page by page, with the following comments:

- Revenue Account # 312.4100 – Local Option Gas Tax – Charter states that we will use the County formulas – We are getting about half of what we should get; however, in the 5th year the variable is fully funded – This is based on road miles
- Revenue Account # 313.7000 – Solid Waste Franchise Fee – change amount to zero
- Revenue Account # 315.1000 – Communications Services Tax – figures based on 9 months from the Department of Revenue
- Revenue Account #329.000, 329.001, 329.002, 329.003 – Details obtained from Todd of Miller-Legg

- Revenue Account #341.2100 – Code Enforcement Fees – change amount to zero – add the \$2,500 to Revenue Account #354.000 – Violations of Local Ordinances (code enf fine)
- Expense Account #511.1300 – Town Council Compensation – remove \$7.00 or delete line item
- Expense Account #511.5540 – Legislative – Training/Conference/Seminars – change amount to include Space Coast League of Cities monthly meetings at a cost of about \$75 per month
- Expense Account #519.4310 – Electricity – change amount to \$200 because the landlord pays the electric
- Expense Account #519.4420 – Copier lease – Town Manager Brock instructed to re-confirm this figure – Does it include “click” charges?
- Expense Account #519.4950 – Legal Notices – change to \$8,000
- Expense Account #519.5220 – Computer supplies – software – Town Manager Brock instructed to ascertain if there is enough money in this year’s budget to purchase Code Enforcement Officer’s computer and if so, to reduce this amount
- Expense Account #519.5400 – Books, Publications, Subscriptions & Memberships – change to \$1500
- Expense Account #584.0000 – Capital Lease Acquisitions – change to \$1,000
- Expense Account #524.3120 – Professional Services – Planning Services – change to \$20,000
- Expense Account #525.4900 – Emergency Response – change to \$1,000
- Expense Account #541.4630 – Right-of-way maintenance – change to \$50,000
- Expense Account #541.4640 – Street drainage maintenance – change to \$20,000

Discussion was made between Council Member Faden, Mayor Yonts, and Ray Kolar about lost revenues from the local option gas tax and that as of March 1, 2008 the money will be coming directly to the Town.

Discussion about traffic ticket revenue, alcoholic beverage license revenue and flag lot revenue were brought before the Council by Lisette Kolar, Bonnie Allan and Jo Faden, respectively.

George Wolfe stated that town couldn’t get grant money this year, but they would try again next year.

Allan Webb, Mark Pagliarulo, George Wolfe, Joe Mullins, Leroy Rotgers, and Ray Kolar had various questions of Council stormwater utility assessments to mutual aid with the County,

3) Discuss Grant-Valkaria Day (Yonts)

Lisette Kolar gave a status report on Grant-Valkaria Day for Saturday, July 28th. There will be two events: 1) From 9:00 a.m. to 10:00 a.m. there will be an Town Hall Grand Opening with free mugs to the first 50 people, and free bagels and coffee; 2) From 1:00 p.m. to 4:00 p.m. there will be a picnic at the Grant Historical House grounds with the following: free hamburger, hotdogs, chips, and soft drinks (contributed by RJ’s); free cake/desserts; T-shirts for sale; mugs for sale; Historical House open; Games; door prizes; live band – BLOX electric and other (Council Member Bryan to coordinate); Wildlife Care Center Birds; Brevard County Fire and Rescue; and Kitetricty Kiteboarding.

4) Special Permit for Town's 1st Anniversary Day (Yonts)

Lisette Kolar informed Council that the application for the special permit was completed and submitted to Mayor Yonts, there will need to be a resolution approving the special permit, there will need to be a proclamation declaring July 28th as "Grant-Valkaria Day", the hold harmless agreement is on file for Brevard County, Brevard County will be designated as additional insured, permission obtained from Historical House Board, Health Department contacted, Sheriff is being notified of the event, and local businesses will be contacted. Town Manager Brock confirmed that someone from the Coast Guard will be there.

5) Sample Poll For Town Name (Yonts)

Jo Faden presented to Council the Town Straw Poll sample which the dates of the public meetings needs to be inserted and will be mailed out to the residents of the Town next week. After several minor changes, it was the consensus of Council to have several more meetings for public input regarding changing the town name on the following dates which will be included on the Town Straw Poll:

- Wednesday, August 8th – Town Hall Building, 7:00 p.m.
- Tuesday, August 14th – Town Hall Building, 7:00 p.m.
- Wednesday, August 22nd – Town Hall Building, 7:00 p.m.
- Saturday, September 8th – Valkaria Airport, 10:00 a.m.
- Wednesday, September 12th – Grant Community Center, 7:00 p.m.
- Wednesday, September 26th – Grant Community Center, 7:00 p.m. (decision made at this meeting)

NEW BUSINESS

1) Policy For Procedure For Inclusion On Agenda (Brock)

It was the consensus of Council to have Town Manager Brock create a one-page policy of what citizens need to turn in with this request.

2) Trout Creek – 15 foot perimeter buffer (Brock)

Town Manager Brock introduced Ana Saunders, B. S. E. Consultants, Inc., who requested that Council approve a waiver request to revise the perimeter buffer from a tract to an easement. She informed Council that historically the County approved this in the past and that this still must go to the County Commission for preliminary plat approval.

Motions by Council Member Bryan, second by Vice Mayor Hackford, and vote unanimous to revise the perimeter buffer from a 15 foot tract to a 15 foot easement.

Motions by Council Member Bryant, second by Vice Mayor Hackford, and vote unanimous to extend the meeting past 11:00 p.m.

PUBLIC COMMENTS

Leroy Rotgers stated that everyone at the Valkaria Airport has liability insurance for inside the hangar and tie-downs.

Linn Walters suggested that the town needs to work with the airport and not alienate them from the town, because down the road they will not receive cooperation from the airport.

Motions by Council Member Morgan, second by Council Member Bryan, and vote unanimous to adjourn the meeting at 11:30 p.m.

(signature on file)

Del Yonts, Mayor

ATTEST:

(signature on file)

Susanne Krueger, MMC, Town Clerk