



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: July 12, 2016

Subject: Approval of Minutes

Prepared By: Maria C. Camara, Village Clerk

Sponsored By: Staff

Background

The Minutes as listed below are being provided for the Commission's review and approval.

Fiscal/Budget Impact

None.

Staff Recommendation

Approval.

Attachments

- April 5, 2016 Regular Commission Meeting
- April 11, 2016 Special Commission Meeting
- May 3, 2016 Regular Commission Meeting
- June 7, 2016 Regular Commission Meeting
- June 21, 2016 Special Commission Meeting



MINUTES
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, April 5, 2016 at 7:00pm

1 Call to Order

Mayor David Coviello called the meeting to order at 7:00pm.

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - absent (*Arrived at 7:18pm*)
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Village Manager Heidi Siegel
Village Clerk Maria C. Camara
Village Attorney John Hearn
Finance Manager Claude Charles
Lieutenant Detective Hector Pineda
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

4 Presentations

4.a Miami-Dade Fire Rescue Chief Dave Downey presented their annual report summarizing the services provided to the Village.

4.b Manager Siegel presented a replica of the Log Cabin. This artwork was donated by Intensified Wood Restoration, the log specialists that worked on the log cabin renovation.

4.c Proclamation for Arbor Day on April 23, 2016

4.d Proclamation in support of the Pelican Harbor Seabird Station

5 Additions, Deletions or Withdrawals to the Agenda

Commissioner Anderson asks that on item 12.c, to have a special commission meeting to discuss in detail. (*Request discussed during 12.c.*)

Commissioner Ross adds a discussion on funding the Public Services Manager position. Added as item 12.e.

Commissioner Ross adds a discussion on the Manager's annual review. Added as item 12.f.

Vice Mayor Watts adds a discussion on the solar lights for community signage. Added as item 12.g.

6 Public Comments Related to Agenda Items / Good & Welfare

Dan Samaria: Will donate acrylic frame for the log cabin artwork. The Recreation Advisory Board is changing the date of the Pot Luck event to June 4, 2016. Will provide a flyer and asks the Mayor to include in Egret.

Chester Morris: The revenues collected for this building is \$1.7 million. You spent \$1.8 million. You have a \$150,000 deficit. Been on numerous boards. If we did that people would be fired. This is fiduciary irresponsibility. You want to hire an Assistant Manager - that is wrong. Miami Shores does not have that. To come up with the \$150,000 shortfall, you don't hire a \$70,000 Assistant Manager. Don't pay the Commission \$15,000. Take \$30,000 out of the Manager's salary who was responsible to sign off on this project.

Genesis Troutman: Love Biscayne Park. Sense of community. Wants to make a positive difference in Biscayne Park. As a Code Compliance Inspector for City of Miami, want to provide my expertise as a board member on the Code Compliance Board. My background was provided with the board member application.

Milton Hunter: Have reviewed the numbers for the building projects. Shows we are \$800,000 over the grant amount. Dubious that we are only over 7%. Also told that the Village signage project is over budget. Who is responsible for this? Cannot afford to stay this course. How are we planning to recoup? How do we know these numbers are accurate unless an independent review is done? Urge you all to suspend all expenditures. Have reviewed Manager's contract. Believe Manager has not fulfilled her obligations. Feels it is time to remove her due to just cause. As elected officials you must govern with the best interests of the residents in mind. Time for responsible parties to be held responsible.

Barbara Kuhl: On entry signage, it was obtained through a \$50,000 grant. Then the solar collectors were added. Need to be removed. Parks & Parkway Board has stated that you need to find a better solution. Do all that is necessary to correct. One 12.c, a lot of information provided. To simplify, it is deceptive. That \$115,000 is a shortfall. Numbers do not add up. What has actually been paid? Need to better inform the residents. It is not not typical to have overage. Not clear what is over. The way spreadsheet is done, the revenues are not clear. Revenue is not something you take from another line item. Need to have an honest look at how the money was spent and not hire anyone else until done.

Mike Kopsick: The Commission does not show any concern - very surprised. You need to get together and cut back. You need to come back to us and explain how you are being fiscally responsible. None of you should be rehired. Look at what is being done, what we have and how you are spending. Very disappointed in the whole group.

Dan Keys: On 12.a, can CITT be used for other projects, such as for directional signage projects, curbing for future installations of entry signs. Provided proposed better language for placement of trash.

Janey Anderson: Thanks the Commission for tackling several problem ordinances. Great start, but need to have continued enforcement. Many residents don't think rules apply to them and have recurring fines. Need people on Code Board who have strength to enforce the rules. Concerned with a traffic issue from William Jennings Bryan School. On north side of 121st Street, pick ups and drop offs are taking place. Supposed to be on North Miami side. Have noticed it is spilling into Biscayne Park. Need the Commission to be aware.

Linda Dillon: Agree with all that have spoken. Tremendous mis-management of our money.

Mayor Coviello moves up item 12.c from New Business

12.c Reconciliation of new construction of Village Hall and the Log Cabin restoration projects - As requested by Commissioner Ross

After discussion, there is consensus to schedule a Special Commission Meeting on Wednesday, April 20th at 6:30pm.

7 Information / Updates

7.a Manager Siegel provided the financials for current fiscal year 2015-16 for the month ending February 29, 2016.

Commissioner Ross: Helpful and important to include the bank balances on the report. There is consensus to add to the monthly reports going forward.

8 Consent Agenda

Commissioner Ross pulls item 8.f, Resolution 2016-17, from the Consent agenda.

Left on the Consent agenda:

8.a Approval of Minutes

March 1, 2016 Regular Commission Meeting

8.b Acceptance of Board Minutes

Parks & Parkway Advisory Board - December 9, 2015

Parks & Parkway Advisory Board - January 20, 2016

Parks & Parkway Advisory Board - February 16, 2016

Parks & Parkway Advisory Board - March 16, 2016

Recreation Advisory Board - February 24, 2016

Recreation Advisory Board - March 23, 2016

Planning & Zoning Board - March 7, 2016

Planning & Zoning Board - March 21, 2016

Code Compliance Board - March 14, 2016

Public Art Advisory Board - March 8, 2016

Code Review Board - March 2, 2016

8.c Resolution 2016-14

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA MIAMI-DADE SCHOOLS POLICE DEPARTMENT** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.d Resolution 2016-15

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE TOWN OF MEDLEY, FLORIDA** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.e Resolution 2016-16

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY OF SOUTH MIAMI, FLORIDA** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.g Resolution 2016-18

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ACCEPTING DONATION OF ARTWORK** TO THE VILLAGE; PROVIDING FOR AN EFFECTIVE DATE

Commissioner Anderson makes a motion to accept the consent agenda and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

8.f **Resolution 2016-17**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO APPLY FOR THE 2016-2017 COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT** THROUGH THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING FOR AN EFFECTIVE DATE

Manager Siegel provided the background. Opportunity to get up to \$40,000 without any required match for technical assistance for a zoning re-write in our Code as was the consensus from the Commission following the "Commission in the Community Session" that took place in February.

After discussion, Commissioner Anderson makes a motion to bring back this grant opportunity at a future date and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

9 **Ordinances**

< First Reading >

9.a **Ordinance 2016-05**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING CHAPTER 14 OF THE LAND DEVELOPMENT CODE ENTITLED "CODE COMPLIANCE BOARD"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE

Attorney Hearn read the title.

Mayor Coviello opened the meeting for public comment and there were none.

After discussion, Commissioner Jonas makes a motion to approve at first reading and it is seconded by Commissioner Ross.

The motion was called to a vote:

Commissioner Jonas: Yes

Commissioner Anderson: No

Vice Mayor Watts: Yes

Commissioner Ross: Yes

Mayor Coviello: Yes

Motion carries: 4/1

< Second Reading >

9.b **Ordinance 2016-02**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING SECTION 16-15 OF THE LAND DEVELOPMENT CODE ENTITLED "LANDLORD PERMITS"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title.

Mayor Coviello opened the meeting for public comment.

Janey Anderson: Glad to see we are extending permit requirement after 3 years. But not glad that you are removing the inspection requirement. When properties were inspected, several failed. It sends a clear message to business owners that this city holds them accountable. All or part of all ordinances make some upset. Need to consider what is best for overall community. Not just a taxable expense. Why treat landlords differently? If you are not close to a problem area, you may not realize magnitude of problem. Reconsider the inspection requirement.

Barbara Kuhl: Does not affect me, but Janey is right. Many look like they need an inspection. 20% of the properties are rentals. Make it a higher standard.

Commissioner Anderson makes a motion to approve Ordinance 2016-02 with the changes discussed to add back the inspection, and it is seconded by Commissioner Jonas

The motion was called to a vote:

Commissioner Ross: Yes

Vice Mayor Watts: Yes

Commissioner Anderson: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 5/0

9.c **Ordinance 2016-03**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING SECTION 6.3 ENTITLED "SOLID WASTE"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title and provided background.

Mayor Coviello opened the meeting for public comment.

Dan Keys: Term of domestic trash is not clearly defined. Not sure if recyclable materials or garden/bulky waste is well defined. Stating to place trash at property line is not a good choice. No provision for allowing pickup at the rear of yard. Provided suggested language to clear that up. Need to be clear if you are going to cite someone.

After discussion, Commissioner Ross makes a motion to change the time when garbage and recycling containers are to be placed out is no earlier than 5pm the day before collection. It is seconded by Commissioner Jonas.

All in favor: Vice Mayor Watts, Commissioner Jonas and Commissioner Ross.

Opposed: Mayor Coviello and Commissioner Anderson

Motion carries: 3/2

There is discussion the placement of containers, at property line or edge of pavement.

After discussion, there is consensus to state placement is at edge of pavement unless yard service is requested.

Commissioner Anderson makes a motion to approve Ordinance 2016-03 with the changes discussed, and it is seconded by Commissioner Jonas

The motion was called to a vote:

Commissioner Ross: No

Vice Mayor Watts: No

Commissioner Anderson: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 3/2

Mayor Coviello recognizes Don Festge in the audience who is running for Senate District 38.

9.d **Ordinance 2016-04**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING 6.3.3 OF THE LAND DEVELOPMENT CODE ENTITLED "OWNER/OCCUPANT RESPONSIBILITY"; AMENDING SECTION 6.3.4 OF THE LAND DEVELOPMENT CODE ENTITLED "GARDEN/BULKY WASTE"; "AMENDING SECTION 14.1 OF THE LAND DEVELOPMENT CODE ENTITLED "COMPLIANCE PROCEDURE"; AMENDING SECTION 15.4 OF THE LAND DEVELOPMENT CODE ENTITLED "OTHER PENALTIES AND REMEDIES"; PROVIDING FOR INTENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE**

Attorney Hearn read the title and provided the background. All related changes for Ordinance 2016-03 are automatically moved to this ordinance.

Mayor Coviello opened the meeting for public comment and there were none.

Consensus to change from 10 days to 14 days at section 4.1 on pages 5-7.

Commissioner Jonas makes a motion to approve ordinance 2016-04 with changes and it is seconded by Commissioner Anderson.

The motion was called to a vote:

Vice Mayor Watts: No

Commissioner Anderson: Yes

Commissioner Ross: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 4/1

10 Resolutions

Clerk Camara tallied the Commission votes for Board Member selections. There is consensus that the second highest votes will be the alternate.

10.a Resolution 2016-12

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF THE BOARD MEMBERS TO THE PLANNING BOARD**; PROVIDING FOR AN EFFECTIVE DATE

Board members selected: Dan Schneiger and Laura Graves as the alternate.

Commissioner Anderson makes a motion to approve Resolution 2016-12 and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

10.b Resolution 2016-13

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF THE BOARD MEMBERS TO THE CODE COMPLIANCE BOARD**; PROVIDING FOR AN EFFECTIVE DATE

Board members selected: Gary Kuhl and Art Pyle as the alternate.

Commissioner Anderson makes a motion to approve Resolution 2016-12 and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

10.c Resolution 2016-19

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AMENDING THE SCHEDULE OF FEES** FOR SERVICES PROVIDED AND REGULARLY CHARGED AS SPECIFIED BY VILLAGE CODE; PROVIDING FOR AN EFFECTIVE DATE

Clerk Camara provided the background and listed the changes to the fee schedule.

Commissioner Ross confirms that for Landlord permit with the inspection, the total is \$145 per year (\$50 permit and \$95 inspection fee).

After discussion, motion by Commissioner Ross to approve and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, commissioner Jonas and Commissioner Ross.

Opposed: Vice Mayor Watts

Motion carries: 4/1

11 Old Business

11.a Recreation Center Lighting - Commissioner Anderson

Commissioner Anderson: Recommends to hold off on installation at entrance until we do a review of entire park lighting needs.

Consensus to hold off installation for a future date.

12 New Business

12.a Discussion on utilization of CITT funds for bus shelter at 114th Street - As requested by Commissioner Ross.

Commissioner Ross: On the funding received from CITT (County's half penny sales tax), a certain element needs to be spent on transit. Current balance for that portion is approximately \$55,000. If not spent within the parameters that CITT specifies, funds could revert back to the County. Propose that these funds are used for a bus shelter at 6th Avenue at the bus stop just west of Village Hall. Welcomes all ideas.

After discussion, consensus to give staff direction to get more information on locations for a bus shelter.

12.b Discussion regarding dog park - As requested by Mayor Coviello

Mayor Coviello: Many residents have brought this forward. Possible area is triangle park on the Biscayne Park side of the bridge on 6th Avenue, but there are issues with that area that need to be worked out. Has been discussed in other municipalities. Should we take idea to next level?

No direction provided.

12.d Discussion on vacation home rentals - As requested by Commissioner Ross

Commissioner Ross: There have been concerns with rental properties that have reoccurring tenants, short term or vacation rentals. Impact on the neighbors. Legislation has been passed on this subject and has asked Attorney Hearn to look into.

Attorney Hearn: Law provides that local government can regulate short term rentals as long as they do not prohibit them, they cannot regulate the duration of the rental, or the frequency of the rentals. Ft. Lauderdale has passed legislation on this which provides for specific requirements for the short term rentals.

After discussion, consensus to have staff review and see what we can implement from this to make our code stronger.

12.e Discuss funding for Public Services Manager position - As requested by Commissioner Ross

After discussion, consensus to not fill the Public Services Manager position until further notice.

12.f Discussion of Manager's annual review - As requested by Commissioner Ross

Commissioner Ross: We were due to review the Manager this past October, but have not done so. Need to set time table.

After discussion, consensus for each Commissioner to complete the written evaluation within 30 days of receiving the form, which the Clerk is directed to provide.

12.g Discussion on the solar lights for community signage - As requested by Vice Mayor Watts.

Vice Mayor Watts: Agree with Parks & Parkway Board that the solar lighting is unacceptable. Suggest they are taken out and go back to Savino Miller for an alternative.

After discussion, there is consensus not to remove the solar lights. Use landscaping to soften the impact. Work on making the lights operate properly.

13 Request for Placement of Items on Next Meeting Agenda

Vice Mayor Watts: Issue with feral cats.

14 Reports

14.a Village Manager

Annexation update: Existing application to proceed. Verbal confirmation that we are on the April 12th meeting. Still waiting for official notice.

14.b Village Attorney

Provided highlights of legislation passed including forfeiture law, public records law and backyard shooting range prohibitions.

On water agreement with North Miami, look to set up a meeting with their attorney and new City Manager. Will provide them with newly updated draft agreement.

15 Announcements

Wednesday, April 6th - Code Review Board at 7:00pm

Saturday, April 9th - Quarterly Saturday Trash Pick-Up

Saturday, April 9th - Relay for Life

Monday, April 11th - Code Compliance Board at 7:00pm

Tuesday, April 12th - Biscayne Park Foundation at 7:00pm

Wednesday, April 13th - Public Art Advisory Board at 6:00pm

Monday, April 18th - Planning & Zoning Board at 6:30pm

Wednesday, April 20th - Special Commission Meeting at 6:30pm

Wednesday, April 20th - Parks & Parkway Advisory Board at 7:00pm

Saturday, April 23rd - Community Yard Sale & Home Improvement Workshop from

Saturday, April 23rd - Arbor Day / Earth Day from 2:00pm - 4:00pm

Tuesday, April 26th - Recreation Advisory Board at 7:00pm

Monday, May 2nd - Planning & Zoning Board at 6:30pm

Our next regular Commission meeting is Tuesday, May 3, 2016, at 7:00pm.

Adjournment

The meeting was adjourned at 10:37pm.

Commission approved on June 7, 2016.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



**MINUTES
SPECIAL COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Monday, April 11, 2016 at 12:00pm**

1 Call to Order

Mayor David Coviello called the meeting to order at 12:00pm

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - present
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Village Manager Heidi Siegel
Village Clerk Maria C. Camara
Village Attorney John Hearn

3 Pledge of Allegiance

4 Additions, Deletions or Withdrawals to the Agenda

< None >

5 Public Comments

Dan Samaria: Holding meeting at this time is not right. Money was mishandled with the projects. Was this done in good faith? How can we run over and the Commission not know. Who managed the budget other than the Village Manager? Was there an allowance for overage. Calling for a forensic audit on this project and any others in the last 24 months. As a reporter I failed. I should have verified monies were properly spent. Calling for a full investigation.

Chester Morris: This was not a witch hunt. Don't be in a hurry to hire a new person. President of the Florida League of Cities is a good friend. If you need advice, contact him. Because of contract, suggest talking to League before hiring and get a forensic accounting. If I was a new comer, would want to verify.

Jorge Marinoni: A little shaken the way this is happening. Some of our neighbors are making a stink before getting the facts. If you don't have proof of any wrong doing, you are making unfounded accusations. Second Manager we are breaking.

Mike Kopsick: Upset last time I spoke. Did not mean to be mean. I am kind to those doing their job. Very glad to see the suggestions made and that you are having a meeting to review. Glad to see you are moving quickly. Thank you for taking our suggestions.

Max Deitermann: Very important to understand what we have here. We have 1,000 city managers, 1,000 police officers and 1,000 code officers. Not supposed to be like this. Let people we hire do their job. Do not micro-manage.

6 New Business

6.a Resignation of Village Manager

Attorney Hearn: Manager has notified the Village of her resignation. There is no severance, only payout of accrued vacation. Manager has also given the required 60 day notice, but is asking for an earlier separation date, April 29th.

Manager Siegel: Very proud of my record at Biscayne Park. Accomplished a lot. Proud of staff, both old and new. Resigning to move forward with my career and the betterment of my family. Not resigning due to the construction projects being 6% over budget.

Commissioner Jonas makes a motion to accept the Manager's request for the earlier separation date of April 29, 2016.

Mayor Coviello: Also agrees. In regards to Interim, asks Clerk Camara if she would take on that position.

Clerk Camara: Yes, would accept the position of Interim Village Manager.

Commissioner Ross seconds the motion made by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

6.b Selection of Interim Village Manager

Commissioner Ross recommends utilizing a management firm similar to when Manager Spence resigned in 2009. When Manager Garcia left, there were other people in place, for example the Assistant to the Manager/Public Works Manager. Too much to put on one person. On the Florida City Manager's Association website, there is reference to services of retired city managers.

After discussion, motion by Commissioner Anderson to appoint Maria Camara as the Interim Village Manager and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

Clerk Camara provided the information on the salary increase in August 2013 through December 2013 when in the position of Interim Village Manager.

Mayor Coviello: Recommends the same percentage salary increase as the last time in 2013.

Commissioner Anderson makes a motion to increase salary to \$75,000. Motion fails for lack of second.

Commissioner Ross makes a motion to increase salary by the same percentage as in 2013 and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, and Commissioner Ross

Opposed: Commissioner Jonas

Motion carries: 4/1

Mayor Coviello: Discussion on raises for rest of Staff to be discussed at April 20th meeting.

6.c Village Manager Selection Process

Clerk Camara provided the process conducted in 2013 and the updated position posting.

After discussion, motion made by Commissioner Jonas to accept the same process and position and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

Vice Mayor Watts asks that transcripts be provided by top applicants selected and there is consensus to add this change.

7 Announcements

Wednesday, April 20, 2016 - Special Commission Meeting at 6:30pm
Tuesday, May 3, 2016 - Regular Commission Meeting at 7:00pm

8 Adjournment

The meeting was adjourned at 12:53pm.

Commission approved on June 7, 2016.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



MINUTES
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, May 3, 2016 at 7:00pm

1 Call to Order

Mayor David Coviello called the meeting to order at 7:00pm

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - absent (*Arrived at 7:26pm*)
Commissioner Bob Anderson - absent
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Interim Village Manager Maria C. Camara
Village Attorney John Hearn
Finance Manager Claude Charles
Police Chief Cornelius McKenna
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

4 Presentations

4.b Employee Health Insurance for the renewal due on June 1, 2016 was presented by Graeme Pentland from EBS Advisors.

4.c Amy Raymond, Chair of the Public Art Advisory Board presented to the Commission the sculpture for public display. There was Commission consensus to accept and to have the Board proceed with a suggested location.

4.d Jorge Marinoni, President of the Biscayne Park Foundation presented to the Commission the idea to have the west wall of the racquetball court painted with a mural. The mural would be designed to allow for participation of Village residents, children and adults. There was Commission consensus to have the Foundation proceed with the idea and to work with the Public Art Advisory Board on the project.

5 Additions, Deletions or Withdrawals to the Agenda

Commissioner Ross: Add a discussion on employee policy for vacation accruals.
(Added as item 12.d.)

6 Public Comments Related to Agenda Items / Good & Welfare

Virginia Halpin - Does the Church pay for grass cutting of the property adjacent to Village Hall? Have observed them working on roof on Sundays. Can police check and report on these issues? Did not know about a survey regarding Code. Parked commercial vehicles is a problem on some properties. Gives a bad image.

Charlie Easton - Commissioner Jonas asked for help in getting restroom doors fixed at the Log Cabin. Would be able to provide with some assistance. On the solar poles, ridiculously large. An eyesore. Do not do anything. On the birds that are on the sign, coat with reflective coating so headlights hit it and illuminate them.

Marie Smith - A month ago complained about signage. North Miami put up signs, why didn't we do similar. To remove poles will cost \$2,000. Who consented to this? It is ugly. Foundation will help to raise funds. Idea to light up the birds would be nice.

Barbara Kuhl - On signage and poles, at last meeting voted to keep as is since already paid for. At Parks & Parkway, unanimously voted to come back to the Commission and have them reconsider. Perhaps the lights can be sold, or used at other locations. They are too distracting and unattractive. Takes away from sign. Gives off a horrible white glow. Nothing redeeming. If a resident has offered to pay for removal, good. They hinder the landscaping. A good time to remove them.

Chuck Ross - There is ambiguity regarding accruals. Currently there is a carry over. Policy states at certain point they are capped. Reviewed the manager's payout and there should be only 148 hours accrued, not 240. Have heard that this has been a consistent policy. Need to go back to see where this was done before. Need to iron out the discrepancy. It is accumulation by definition.

7 Information / Updates

7.a Interim Manager Camara provided recap of FY 2015-16 at six months

Commission had questions which will be reviewed and answers brought back at next meeting, specifically line items that were at or close to 100% for the year.

Interim Manager Camara advised that what has been budgeted for the professional services of Estrada Hinojosa will be exhausted as of April. To continue with their services will require unbudgeted funds

After discussion, consensus from the Commission not to extend their services.

8 Consent Agenda

8.a Approval of Minutes

February 23, 2016 Special Commission Meeting

8.b Acceptance of Board Minutes

Parks & Parkway Advisory Board - September 16, 2015

Planning & Zoning Board - April 4, 2016

Planning & Zoning Board - April 18, 2016

Code Compliance Board - April 11, 2016

Public Art Advisory Board - April 14, 2016

Recreation Advisory Board - March 31, 2016

Recreation Advisory Board - April 26, 2016

8.d Resolution 2016-21

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE TO PROVIDE EMPLOYEE HEALTH BENEFITS FOR THE PERIOD OF JUNE 1, 2016, THROUGH MAY 31, 2017**; AND PROVIDING FOR AN EFFECTIVE DATE.

8.e Resolution 2016-23

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE THE LEASE AGREEMENT FOR POLICE VEHICLES** FOR THE POLICE DEPARTMENT; PROVIDING FOR AN EFFECTIVE DATE

Commissioner Jonas makes a motion to accept the consent agenda and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 4/0

9 Ordinances

< Second Reading >

9.a Ordinance 2016-05

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING CHAPTER 14 OF THE LAND DEVELOPMENT CODE ENTITLED "CODE COMPLIANCE BOARD"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE

Attorney Hearn read the title and provided the background.

Mayor Coviello opened the meeting to public comment and there were none.

Commissioner Jonas makes a motion to approve Ordinance 2016-05 and it is seconded by Commissioner Ross.

The motion was called to a vote:

Commissioner Ross: Yes

Vice Mayor Watts: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 4/0

10 Resolutions

9.a Resolution 2016-22

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ESTABLISHING THE ANNUAL WASTE FEE ASSESSMENT FOR THE VILLAGE OF BISCAYNE PARK**, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; AND PROVIDING FOR AN EFFECTIVE DATE.

Attorney Hearn read the title.

Interim Manager Camara provided the background. While there was an increase in the annual cost for services from Waste Pro in the amount of \$15,420 (+3.96%), there was also a reduction in the administrative and direct fees of \$21,346 (-24.21%). The result is an overall decrease of 1.13%, and a reduced annual assessment of \$390.54 (a decrease of the current \$394.92 rate).

Commissioner Ross:

- Requests information regarding tipping fees.
- Provide current TracEZ report.
- Error in calculation for 1% administrative fee. The result will only be an increase of a few cents to the assessment. Attorney Hearn confirms we can proceed with passing the resolution.

Vice Mayor Watts:

- Percentage of money Waste Pro gets for recycling - do we get a portion of that?

Commissioner Jonas makes a motion to approve Resolution 2016-22 and it is seconded by Commissioner Ross.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 4/0

11 Old Business

11.a Discussion of the bathroom doors in the Log Cabin - As requested by Commissioner Jonas

Commissioner Jonas: Resident Charlie Easton volunteered to fix the restroom doors in the Log Cabin, and will provide assistance to him. Need commission consensus and access to the Log Cabin on a Saturday morning.

After discussion, there was Commission consensus to proceed, and for Staff to provide the access to the Log Cabin.

11.b Community Signage - As requested by Commissioner Watts

Commissioner Watts provided the background, specifically regarding the solar panels and poles.

After discussion, Commissioner Ross makes a motion to keep the installation as is and to take up new suggested landscaping from Parks & Parkways Advisory Board. The motion is seconded by Commissioner Jonas.

All in favor: Commissioner Ross and Commissioner Jonas.

Opposed: Mayor Coviello and Commissioner Watts.

Motion fails: 2/2

After further discussion, consensus to have Staff contact the vendor of the solar lights for possible return, or is there a filter that can be used on the lights, or other ideas. Also review if there is any impact on the grant funding if any changes are made. Bring back for June meeting.

12 New Business

12.a Cats in the Village - As requested by Commissioner Watts

Commissioner Watts provided the background and explained the TNR program (Trap, Neuter and Release).

After discussion, Commission consensus to continue to provide education to residents regarding this program and other programs promoting responsible care for cats.

12.b FDOT - Project Advisory Team Meeting for the US-1 planning study from SE 8 Street to the Miami Dade/Broward County Line - designation of a Commission member to represent the Village and to serve on the Project Advisory Team on May 17, 2016.

Commission consensus to have Mayor Coviello attend.

12.c Miami-Dade County Proposed Landscape Code Update - municipal input requested.

After discussion, Commission consensus to pass at this time.

12.d Discussion on employee policy for vacation accruals - Commissioner Ross

After discussion, Commission consensus to have Attorney Hearn to draft a memo to all non-union employees that going forward must adhere to Village policy regarding accruals and what is allowed to roll over to the next year.

13 Request for Placement of Items on Next Meeting Agenda

Commissioner Watts: Discuss the scheduling of a workshop regarding solar power referendum.

14 Reports

14.a Village Manager:

Annexation update: Tentatively scheduled for June Board of County Commissioners.

Village Manager Selection Process: Provided an update on the resumes received and the next calendared meetings and steps in the process.

14.b Village Attorney:

Municipal Ethics Officers program - Meeting on May 18th presented by Miami-Dade County Commission on Ethics which Attorney Hearn will attend.

14.d Commission Comments:

Mayor Coviello: Presented the award received by the Village from the Dade Heritage Trust for the Log Cabin restoration project.

15 Announcements

Wednesday, May 4, 2016 - Code Review Board at 7:00pm
Saturday, May 7, 2016 - Food & Tunes - Cinco de Mayo starting at 7:00pm
Monday, May 9, 2016 - Code Compliance Board at 7:00pm
Monday, May 9, 2016 - Biscayne Park Foundation at 7:00pm
Wednesday, May 11, 2016 - Public Art Advisory Board at 6:00pm
Monday, May 16, 2016 - Planning & Zoning Board at 6:30pm
Wednesday, May 18, 2016 - Parks & Parkway Advisory Board at 7:00pm
Thursday, May 19, 2016 - Resident Review Committee at 7:00pm
Tuesday, May 24, 2016 - Resident Review Committee at 6:30pm
Tuesday, May 24, 2016 - Recreation Advisory Board at 6:30pm

Monday, May 30, 2016 - All Village departments are closed in observance of Memorial Day

Wednesday, June 1, 2016 - Code Review Board at 7:00pm

Saturday, June 4, 2016 - Social Gathering/Pot Luck Event at 12:Noon

Monday, June 6, 2016 - Planning & Zoning Board at 6:30pm

Our next regular Commission meeting is Tuesday, June 7, 2016, at 7:00pm.

Adjournment

The meeting was adjourned at 9:35pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



MINUTES
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, June 7, 2016 at 7:00pm

1 Call to Order

Mayor David Coviello called the meeting to order at 7:00pm

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - absent
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Interim Village Manager Maria C. Camara
Village Attorney John Hearn
Code Compliance Officer Reginald White
Police Chief Cornelius McKenna
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

Mayor Coviello recognizes Commissioner Ross will serve as Vice Mayor for the next six months.

4 Presentations

4.a Proclamation presented to Code Officer Reginald White - Code Enforcement Officer Appreciation Week

4.b Vice Mayor Ross - presented the award by the Florida Trust For Historic Preservation given to the Village of Biscayne Park for the Log Cabin restoration project.

4.c Amy Raymond, Chair of the Public Art Advisory Board - presented possible location ideas for sculpture. Will go back to artist for more information.

4.d Waste Pro of Florida - Regional Vice President Russell Mackie presented the Village with an option to change the collection service of bulk trash and yard waste to Mondays, leaving Tuesday for garbage and Friday for garbage and recycling. Looks to provide better service and supervision with the new schedule.

After discussion, Commissioner Anderson makes a motion to go with the Monday collection of bulk trash and yard waste for a six month trial period, and it is seconded by Vice Mayor Ross.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

Schedule to go into effect on July 4th. Attorney Hearn to draft letter of agreement.

Item 12.e was moved up and also discussed.

5 Additions, Deletions or Withdrawals to the Agenda

Commissioner Jonas: Discussion on street signs, added as item 12.g.

Vice Mayor Ross: Discussion on staffing at Village Hall, added as item 12.h.

6 Public Comments Related to Agenda Items / Good & Welfare

Gary Kuhl: Allow for public comment on driveway presentation until after it is presented. On Recreation Center lighting, appreciate funding from the Biscayne Park Foundation. However, question the proposal for plastic fixtures. What kind of illumination will it provide. By Code, there are certain lighting requirements.

Jorge Marinoni: The money raised by the Foundation for the lighting at the Recreation Center done almost two years ago. A lot of effort and care, and want to move this project forward. Money already appropriated. Come up with something and do it.

Barbara Kuhl: On lighting, this will be the perfect project for the new Manager. Test them with this project. In favor of vetting the candidates. In favor of paying a professional company to do this. Do it correctly. Thanks the Recreation Advisory Board for Pot Luck event.

Janey Anderson: Was in favor of Monday trash. Worked hard to tighten up language. If you go to three days of collection, affects entire Village. Consider how many piles will be out. On lighting, uncomfortable making this decision on one proposal. Manager selection too important. Use additional funds for professional vetting.

Ernesto Oliva: Concerned with driveway ordinance. A lot of confusion. Is this for everybody, or just a group of people? Some look bad and nothing happening to those properties. See how Dade County has become. We are going in that direction. We are allowing fences, but not following up to make sure they have proper landscaping. On issue with swale area, house on 119th not following the rules. More than 40% being covered, not maintaining greenery. Will be full of cars. Why not enforce greenery. A lot of irresponsible drivers not respecting speed limits. Come up with something to prevent speeding, some type of obstacles.

Matt Kaminsky: Problem with driveway rules. Cannot be a standard thing due to septic locations which cannot be covered. Will there be exceptions?

Dan Schneiger: Member of Planning & Zoning Board. On driveways, concerned with intent and interpretation. Neighbor is adding turf block to entire front yard as they require four parking spaces. Entire front is a parking lot. Do we want code to remain as is or re-word it? Need to also require some percentage for foliage. Currently hard to understand. Getting different interpretations.

Louis Diraimondo: Driveway was denied because we could not go over our swale to get to the driveway. Makes no sense. Do not have resources to pay for this. Why was my permit denied?

Ron Coyle: Received notice about Australian Pines being cut down on Griffing. Last time this happened when I was Commissioner, had a horticulturist take a look and said those did not have to come down as they were structurally sound. Spoke with David Cardenas from Miami Dade County who stated that the Village was insisting they be removed. Trees are full of blooms and birds. Don't understand why three more trees are coming down.

Chuck Ross: One June 9th, having a Crime Watch Meeting at 7:00pm. Made a public records request two weeks ago. Trying to get a sense of where we are at on finances. Concerned that I have not received what was requested. This information should be produced on a monthly basis. Why taking so long? Is it a staffing issue? Some residents have offered to help. Finance information needs to be enhanced. Need to provide more information on all departments. Bank balances are produced but do not mean anything. Made a complaint on TracEz and in less than a minute, got a call from the Waste Pro supervisor.

Interim Manager Camara provided recap on the County's assessment of the trees on Griffing Blvd., and it was their decision to remove three trees, and then to trim the balance.

Mayor Coviello moves up item 14.b

14.b Review of Ord 2015-04 regarding driveways.

Attorney Hearn introduced the item, followed by a power point presentation by Interim Manager Camara which provided examples of properties in relation to the current language in our Code.

Matt Kaminsky: Concerned with taking over the front yard and covering up with concrete or gravel. Concerned with septic tanks and drain fields.

Dan Schneiger: Have a separate code for duplex', allowing use of swale for parking. The deterioration of front yards is not what we want.

Barbara Kuhl: What we have here is not what the Code Review Board presented. We did not require that all properties have a driveway. The Commission decided to put this in. We suggested that the Commission talk to the Boards again and have a workshop. You should allow parking on swales due to lot sizes.

Rolf Kretschmer: Is there a border requirement for gravel?

Brad Piper: On the swales, wasn't that to have a safety zone for walkers? If you allow parking, won't that be contradictory.

Chuck Ross: Does our code state that parking is allowed on swale. If it is, needs to be corrected. Intent was to stop future development of swales. Exceptions were supposed to be built in.

Mac Kennedy: Imagine worst case scenarios and act quickly. Put moratorium until you know what you want to do. Stop permits on driveways. Need to add protection of green spaces. Protect swales as much as possible.

Dan Schneiger: Have approved many driveways for duplex' at Planning & Zoning that will create same issue with entire front yard used for parking. Get together with Planning & Zoning to discuss and move forward.

Howard Tonkin: Live outside of Biscayne Park, but work on landscape projects. Concerned with climate change. If you park on grass, no longer absorbs water. Parking on swales will not help the problem. Hardscape is not the answer.

Gary Kuhl: County has a program to "save our swales". Swales not intended for parking, but to provide drainage. Approach on a swale needs to have proper drainage. Should adopt county standards for driveway construction. Concern for parking on front yard could destroy some single family, the same as for duplex'. Need to provide for an administrative variance. Discourage impervious on the swale. What is the impact of making it a universal provision. Consider posting a bond for this type of work. Many never finish a job completely.

Consensus for the Commission to consider all comments made and to come back to discuss further at a special commission meeting on Tuesday, June 21st at 7:00pm. Also to put a hold on all permits for driveways that are submitted.

Mayor Coviello calls for a recess at 9:55pm. Meeting resumes at 10:05pm.

Mayor Coviello moves up item 11.b

11.b Village Manager Selection Process

Interim Manager Camara provides the Commission with the tabulation of the Commission's selection of top candidates of the twelve provided by the Resident Review Committee and Manager's Association:

Candidate Name	Mayor Coviello	Comm. Anderson	Comm. Jonas	Comm. Ross	Comm. Watts	
Mark Kutney	1	1	1	1	1	5
Sharon Ragoonan	1	1	1	1	1	5
Robert Santos-Alborna	1	1		1	1	4
Martin Murphy	1		1	1		3
James Poag	1	1				2
Aretha Adams			1			1
Timothy Boland	1					1
Louie Chapman					1	1
Angie Whisnant			1			1
Ann Capela						
Jim McCroskey						
Jannette Smith						

After discussion, Commissioner Jonas makes a motion that the Commission move forward with the top four candidates to the interview/background stage, and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

Commissioner Anderson makes a motion to have an outside professional company do the background/vetting process and the cost not to exceed \$500 per candidate, and it is seconded by Vice Mayor Ross.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

A Special Meeting will not be necessary for June 29th.

Mayor Coviello moves up item 8 Consent Agenda

8 Consent Agenda

Vice Mayor Ross pulls the minutes for April 5th and April 11th.

Left on the consent agenda:

8.a Approval of Minutes

April 20, 2016 Special Commission Meeting

8.b Acceptance of Board Minutes

Biscayne Park Foundation - March 8, 2016
Biscayne Park Foundation - April 12, 2016
Parks & Parkway Advisory Board - April 19, 2016
Parks & Parkway Advisory Board - May 18, 2016
Parks & Parkway Advisory Board - May 28, 2016
Planning & Zoning Board - May 2, 2016
Planning & Zoning Board - May 16, 2016
Code Compliance Board - May 9, 2016
Public Art Advisory Board - May 11, 2016

8.c **Resolution 2016-24**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE MAYOR TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY OF NORTH MIAMI BEACH, FLORIDA AND THE VILLAGE OF BISCAYNE PARK**; PROVIDING FOR AN EFFECTIVE DATE

8.d **Resolution 2016-25**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY MIAMI, FLORIDA AND THE VILLAGE OF BISCAYNE PARK**; PROVIDING FOR AN EFFECTIVE DATE

8.e **Resolution 2016-26**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AMENDING THE SCHEDULE OF FEES** FOR SERVICES PROVIDED AND REGULARLY CHARGED AS SPECIFIED BY VILLAGE CODE; PROVIDING FOR AN EFFECTIVE DATE

Commissioner Anderson makes a motion to accept the consent agenda and it is seconded by Vice Mayor Ross.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson, and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

Vice Mayor Ross: On the minutes for April 5th and April 11th, need to be action minutes.

Consensus to have the Clerk review and bring them back at the next meeting.

7 Information / Updates

7.a Interim Manager Camara provided recap of FY 2015-16 at month end, April 30, 2016.

9 Ordinances

< None >

10 Resolutions

< None >

11 Old Business

11.a Code Review Board - Zoning review and proposed language regarding new builds.

Commission consensus to bring back at next meeting for further discussion.

12 New Business

12.a Discussion on a formal bid process for property, general liability, automobile and worker's compensation insurance.

After discussion, consensus to not bid out at this time, and to renew with Florida Municipal Insurance Trust (FMIT) in October.

At 10:56pm, motion made by Commissioner Anderson to extend the meeting an additional 15 minutes and it is seconded by Vice Mayor Ross.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

12.b Discussion on mosquito control.

After discussion, consensus to continue providing education through newsletter and website.

12.c Having John Hearn attend P&Z to discuss scope of review of applications.

After discussion, consensus to proceed with scheduling for Attorney Hearn to meet with the P&Z Board.

12.d Discussion regarding lighting at entry to park.

After discussion, consensus to task the new Manager with this project within first two months of starting.

12.f Discussion regarding Employee Policy and Procedures Manual

After discussion, consensus that no changes to be made at this time. Issue with accruals already being addressed by Attorney's memo to staff.

Agenda items 12.g and 12.h are moved to the July 12th meeting.

13 Request for Placement of Items on Next Meeting Agenda

Mayor Coviello: Median closure at 121st Street and 5th Avenue.

Vice Mayor Ross: Florida League of Cities voting delegate selection.

14 Reports

< None >

15 Announcements

Wednesday, June 8th - Public Art Advisory Board at 6:00pm
Thursday, June 9th - Crime Watch Meeting at 7:00pm
Monday, June 13th - Code Compliance Board at 7:00pm
Monday, June 13th - Biscayne Park Foundation at 7:00pm
Wednesday, June 15th - Parks & Parkway Advisory Board at 7:00pm
Monday, June 20th - Planning & Zoning Board at 6:30pm
Saturday, June 25th - Quarterly Saturday Trash Pick Up
Tuesday, June 28th - Recreation Advisory Board at 6:30pm
Monday, July 4th - All Village Departments are closed.
Tuesday, July 5th - Planning & Zoning Board at 6:30pm
Monday, July 11th - Code Compliance Board at 7:00pm

Our next regular Commission meeting is Tuesday, July 12, 2016, at 7:00pm.

Adjournment

The meeting was adjourned at 11:16pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



**MINUTES
SPECIAL COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Wednesday, June 21, 2016 at 7:00pm**

1 Call to Order

Mayor David Coviello called the meeting to order at 7:20pm.

2 Roll Call

Mayor David Coviello - present
Vice Mayor Roxanna Ross - present
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Barbara Watts - absent

Present from staff were:

Interim Village Manager Maria C. Camara
Village Attorney John Hearn

3 Pledge of Allegiance

4 Additions, Deletions or Withdrawals to the Agenda

5 Public Comments

Art Pyle: Speaking on behalf of a neighbor. Front yard has two drainfields/septic tanks and unable to put in a driveway. Need ability to request a variance.

Richard Strassberg: Have viewed prior meeting videos and attended board meetings. This ordinance has made it much more complicated. There are two issues: In section 5.6.8, the Miami Dade County manual is listed, but it does not exist. Instead we are relying on Building Official and P&Z Board; on the indemnification form, previously not available, but now it is. There is a drawing for driveways available on website, but not referenced in the ordinance. Refers to a 5' setback, but form is outdated and should not be relied on. Need to make the code clearer.

JDP Construction, contractor representing property owner at 940 NE 108th Street: Owner cannot afford to put parking on the property. Many other properties have parking on the swales. How can this be done if can afford to?

Lisa McGee: Have lived in Village for 25 years. Disturbing to get the notice. While I do like restrictions, what if people cannot afford? Don't want to be forced to do something that I don't feel is necessary. Who mandated this? Am I going to have fines and liens? Revisit and extend the deadline since it is so confusing.

Cristina Lane - Have two cement slabs filled with rocks. Who got the letters? For so many years it was OK? Looks to be arbitrary. An imposition. Rather spend money on other things such as fencing. May need to spend \$1,500 to \$2,000 for this. Would rather use in a different way. Disagree with it and the timeline. Request an extension be given in order to give property owners the ability to find a resolution and find the money.

Rafael Ciordia - Echo the sentiments already expressed. Have a ribbon driveway and wanted to re-do it. But then an unintended consequence. The asphalt driveway was not in compliance with the 60/40 rule and has to also be re-done. Feels this is a capital improvement on the swale you are requiring in order to allow me to improve an area in our property. Will keep ribbon driveway as is for now.

Marco Lijeron - Confirms that the walkway can be allowed to go up to the edge of road, and that an indemnification would be required.

Macdonald Kennedy - If you push through requiring a driveway now, with the code as it is today, an entire front yard can be covered with pervious pavers.

Eddie Bridges - With gravel, in time it will allow grass to grow through if not properly maintained.

6 Old Business

6.a Review of Ordinance 2015-04 regarding driveways.

Commissioner Anderson: Provided pictures of several properties. Suggests to give back to Code Review to work through and then return to the Commission.

Mayor Coviello: Changes are intended to improve aesthetics and increase property values. The core issues are that parking on the grass be not allowed; whether parking on the swale is allowed; how to handle front yards that cannot accommodate a driveway; allowable materials.

Vice Mayor Ross: What impact will there be to allow parking on the swales.

Commissioner Jonas: Prefer to have only pervious materials on swales.

After discussion, there was consensus to direct Attorney Hearn to draft an ordinance for first reading at the July 12th meeting with the following:

- > If currently a swale is being used for parking and there is a parking surface also provided on the property, that swale area can remain and will be grandfathered.

- > If currently a swale is being used for parking and there is no parking surface on the property, the swale area can remain and will be grandfathered, but the property owner must also provide for parking on the property. If there is a condition that exists that prohibits putting sufficient parking on the property, an administrative variance process is provided.

- > No new developments of the swale area for parking if it does not exist today.

- > If parking does not exist on the property, new parking surface cannot exceed 40% of the total area. At least 60% of the front area must be landscaped.

- > Walkways must be of the same material/design as the driveway surface.

- > Provide for an Administrative Variance process.

- > Property owners will need to come into compliance within six (6) months after adoption of the new ordinance, both to obtain a permit and complete the work.

At the July 12th meeting after the first reading of the ordinance, the Commission will discussion the timeline for compliance and whether different provisions will be provided based on what needs to be corrected.

7 New Business

7.a Waiver of rental fees for the Villagers, Inc.

Vice Mayor Ross makes a motion to waive the rental fees for the Log Cabin for the Villagers, Inc. for September 23, 2016, and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Ross, Commissioner Anderson, and Commissioner Jonas.

Opposed: None

Motion carries: 4/0

Interim Manager Camara asked the Commission to consider what questions will be asked of the three final candidates for the Village Manager position at the July 12th Commission Meeting. The questions suggested by the Resident Review Committee will be provided to the Commission for consideration, then their selection will be forwarded prior to the meeting.

8 Announcements

Saturday, June 25th - Quarterly Saturday Trash Pick Up
Tuesday, June 28th - Recreation Advisory Board at 6:30pm
Wednesday, June 29th - Special Commission Meeting at 6:30pm
Monday, July 4th - All Village Departments are closed.
Tuesday, July 5th - Planning & Zoning Board at 6:30pm
Monday, July 11th - Code Compliance Board at 7:00pm

The next regular Commission Meeting is Tuesday, July 12, 2016, at 7:00pm.

9 Adjournment

The meeting was adjourned at 9:50pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk