



**MINUTES**  
**REGULAR COMMISSION MEETING**  
**Ed Burke Recreation Center - 11400 NE 9th Court**  
**Biscayne Park, FL 33161**  
**Tuesday, January 7, 2014**  
**Presentations at 6:30pm / Meeting at 7:00pm**

**1 Call to Order**

Mayor David Coviello called the meeting to order at 6:30pm.

**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:

Village Manager Heidi Shafran  
Village Clerk Maria C. Camara  
Village Attorney Eve Boutsis  
Assistant to the Manager/Public Services Director Candido Sosa-Cruz  
Finance Director Irwin Williams  
Police Captain Larry Churchman  
Assistant Public Works Director Cesar Hernandez

**3 Pledge of Allegiance**

**4 Presentations (6:30pm)**

4.a Manager Shafran presented a Certificate Appreciation to Neil Kodsi, President of the Miami Shores Rotary Club for their contribution to our annual Winter Fest event.

4.b Captain Churchman recognized residents Jose Andino and Jared Susi for their service and assistant to the Police Department.

One behalf of Crime Watch, Chuck Ross thanked Mr. Andino and Mr. Susi. Spoke about the annual Crime Watch luncheon that took place in December recognizing the achievements of our police officers.

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*Recess called at 6:48pm*

*Meeting resumed at 7:00pm*

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### **Presentations Continued**

4.c Commissioner Ross read the Proclamation for the 4th Annual King Day of Service on Saturday, January 25th. A beautification project will take place for the area along northeast Sixth avenue between 113th and 114th Streets.

4.d Clerk Camara provided a presentation on the design changes to the Village's website, including the ability to view commission meeting videos on line.

### **5 Additions, Deletions or Withdrawals to the Agenda**

Commissioner Jonas requests that on item 12.c, that a second piece of artwork is added to the discussion.

Commissioner Jonas requests that an item is added on the preliminary discussion of the format of minutes. Added as item 12.e under New Business.

Manager Shafran withdraws item 7.f, Resolution 2014-04, and moves it to next month's meeting.

Commissioner Ross requests that an item is added for a brief discussion regarding the Miami Dade County League of Cities Annual Gala event. Added as item 12.f under New Business.

### **6 Public Comments Related to Agenda Items / Good & Welfare**

*< None >*

### **7 Consent Agenda**

On the consent agenda:

#### **Approval of Minutes**

- > November 14, 2013 Special Commission Meeting
- > November 20, 2013 Special Commission Meeting
- > December 10, 2013 Regular Commission Meeting
- > December 10, 2013 Workshop - Orientation/Review Newly Elected Commission

#### **Acceptance of Board Minutes**

- > Planning & Zoning Board - November 18, 2013
- > Planning & Zoning Board - December 2, 2013
- > Planning & Zoning Board - December 16, 2013
- > Code Compliance Board - November 12, 2013
- > Code Compliance Board - December 11, 2013
- > Recreation Advisory Board - November 7, 2013
- > Parks & Parkway Advisory Board - October 16, 2013
- > Parks & Parkway Advisory Board - November 20, 2013

**Resolution 2014-01**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE **CONTRACT FOR THE FEDERAL DRUG CONTROL AND SYSTEM IMPROVEMENT PROGRAM GRANT** AVAILABLE THROUGH MIAMI-DADE COUNTY OFFICE OF GRANTS COORDINATION; TO RECEIVE, AND EXPEND \$1,906 IN FEDERAL FUNDS FOR A RECORDS IMPROVEMENT PROJECT; AUTHORIZING THE VILLAGE MANAGER TO DO ALL THINGS NECESSARY TO CARRY OUT THE AIMS OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE

**Resolution 2014-02**

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

**Resolution 2014-03**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **APPROVING THE EXPENDITURE OF POLICE FORFEITURE FUNDS OF NOT MORE THAN \$500.00 FOR THE PURCHASE OF NINE (9) PRINTERS** TO BE USED BY THE VILLAGE OF BISCAYNE PARK POLICE DEPARTMENT; PROVIDING FOR AN EFFECTIVE DATE

**Resolution 2014-05**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE INTERLOCAL AGREEMENT BETWEEN THE VILLAGE OF BISCAYNE PARK AND MIAMI-DADE COUNTY CLERK OF COURTS**; PROVIDING FOR AN EFFECTIVE DATE

**Resolution 2014-06**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **APPROVING THE EXPENDITURE OF POLICE FORFEITURE FUNDS OF NOT MORE THAN \$700.00 FOR THE PURCHASE OF A NET GUN** TO BE USED BY THE VILLAGE OF BISCAYNE PARK POLICE DEPARTMENT; PROVIDING FOR AN EFFECTIVE DATE

**Resolution 2014-07**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE APPOINTMENT OF WALTER PETTIS TO THE RECREATION ADVISORY BOARD**; PROVIDING FOR AN EFFECTIVE DATE

**Resolution 2014-08**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE LEASE AGREEMENT FOR A JOHN DEERE 3032E TRACTOR** FOR THE PUBLIC WORKS DEPARTMENT; PROVIDING FOR AN EFFECTIVE DATE

Commissioner Jonas makes a motion to approve the Consent Agenda and it is seconded by Commissioner Ross.

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

Opposed: None

Motion carries: 4/0

**8 Public Hearing**

< None >

**9 Ordinances**

< None >

**10 Resolutions**

< None >

**11 Old Business**

< None >

**12 New Business**

12.a Discussion: Request for Proposal (RFP) Solid Waste Services for the Village of Biscayne Park.

Manager Shafran provided the background and explained that she had met with the Public Works Staff to inform them of the project. Staff asked questions and the Manager was appreciative of the open communication. A handout was provided to the entire Commission in regards to the Cone of Silence which explains that the Commission and certain Staff cannot speak to potential vendors during the time of the RFP.

Assistant to the Manager Sosa-Cruz provided a recap on the state of the Public Works department which included a recap on the condition of the fleet and staffing which is currently very lean. An ad to fill the position is currently in place, but have had very few responses.

Manager Shafran further explained that the reason for the RFP is to explore the different options available and the cost. Highlights of the RFP: Requests that proposers provide a service plan, quality control plan and customer service plan; requests prior experience and references with similar size municipalities; scope of services includes provide a cost for the same service currently in place, for an automated service, and for the proposer's own service method. The Village can accept one proposal or reject all.

Commissioner Ross: Requests that proposers provide a method that will work in a greener way and lessen the carbon footprint; and to include the quarterly yard trash pick ups that the Village currently provides.

Mayor Coviello: Agrees that this is an excellent idea for fact finding. There is no requirement that we must accept any proposal. Confirms that the cost for the RFP is only the newspaper advertising and staff time to prepare.

Commissioner Jonas: Understands that everyone is looking to save money. But there are many that like the current method. Must balance both.

Commissioner Ross makes a motion to accept staff's recommendation and to include the changes requested. It is seconded by Commissioner Anderson.

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

Opposed: None

Motion carries: 4/0

#### 12.b Discussion regarding next steps in Annexation process.

Manager Shafran provided the background and states that staff is looking for authorization to task the Village Planners to complete the report on the areas being considered; then that report will be provided to the Commission for approval to submit to the County with a formal application. Also to designate a member of the Commission to represent the Village at County meetings. The area being considered is comprised of light industrial, residential apartment complexes, and commercial properties. The Commission has the option of selecting the entire area, or certain sections for the application.

Commissioner Anderson: Confirms there is no conflict with prior commission direction.

Commissioner Ross: Have already spoken at length of the financial needs of the Village. This is a proposal that has been in the works and part of our city's planning documents for many years. This will allow us to get all the information to make an informed decision.

Mayor Coviello: Confirms with Finance Director Williams that based on the five-year budget projects provided, that by 2017, the Village will have a substantial shortfall in revenues.

Director Williams: Is confident with the projections that were done which took into consideration the increase in health care costs, fuel, and as many other factors and trends as possible.

Mayor Coviello: Confirms with the Village Planners, Alex David, that two reports can be provided, one for the entire area and one for just the light industrial area.

Commissioner Jonas: We are in a certain kind of trouble. Don't know if it makes sense to look at how little we can try to do to fix a big problem.

Commissioner Ross: The light industrial area only has an assessed value of \$9 million, whereas the entire area is \$52 million. If looking to scale down to 20%, it could be a short sighted decision. Need to do a workable plan today for something that we can live with for 5 to 10 years out.

Mayor Coviello: The current light industrial area could be rezoned and the \$9 million could increase substantially.

Commissioner Ross: County has already stated they do not favor the cherry-picking. They encourage cities to annex residential areas as well.

Mr. David: Can provide a report that will provide information on both areas being considered.

Manager Shafran: A meeting is scheduled in the County regarding annexation in late February and it is important to get this item on the February meeting agenda for a decision.

Commissioner Ross makes a motion to grant staff the approval to complete the annexation report and it is seconded by Commissioner Anderson.

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

Opposed: None

Motion carries: 4/0

Mayor Coviello confirms the report will be provided at the next meeting.

Commissioner Ross states that the Village designee can be selected at next month's meeting.

Commissioner Jonas: Confirms with Mr. David that the entire process could take one year or more, and that it depends on the County Commission.

#### 12.c Discussion on donation of artwork.

Manager Shafran provided the background. Staff will need confirmation that the donor will provide the base for securing the art work; and will seek recommendation from one or more Village Boards to provide a recommended location.

Chuck Ross provided background on the artist and stated that Commissioner Jonas negotiated the deal. The artwork has been purchased and will be on loan to the Village for a period of one year, during which time donations will be collected to cover the cost, and then it will be turned over to the Village. Mr. Ross will look to provide a match for donations.

Commissioner Anderson: Concerned with the artwork being placed at the Recreation Center because of small children.

Mayor Coviello: An excellent addition for public art in the Village. Expressed his gratitude to Commissioner Jonas for his efforts. Feels a loan could be complicated. Prefers to get a donations first, then when they are obtained to get the artwork. Also recommends a Public Art committee for location and acquisition of future pieces.

Commissioner Ross confirms that the artwork would be covered under the umbrella of the Village's property insurance, which Manager Shafran explained that there is a maximum of \$15,000 for each piece, with a total maximum of \$250,000.

Commissioner Ross: The idea of hosting a loaned piece is being done by many cities. A great idea to display and inspire donations.

Manager Shafran will talk to Parks & Parkway Board for a creative, low cost way to protect the artwork with landscaping or low picket fencing.

Commissioner Ross thanks resident Jared Susi for his offer to provide a base.

Susan Weiss: Need to have a public art committee. She herself is an artist and wants to make sure all artists and different types of artwork are considered. This looks like it is turning into a private art collection. Has a problem with the selection process.

Commissioner Ross makes a motion to accept the art piece with the conditions as proposed by staff. It is seconded by Commissioner Anderson.

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

Opposed: None

Motion carries: 4/0

Commissioner Jonas: The mural at the racquetball court was created by artist Cecilia Lueza, who also does sculptures. Chose a piece from the artist's website and Ms. Lueza provided a discounted cost of \$7,500.

Commissioner Anderson: This is the time to set up a public art committee before going any further.

Manager Shafran: An advisory board can be created through an ordinance, or perhaps a blue ribbon committee through a resolution.

Commissioner Ross: Or it can be created through the Biscayne Park Foundation. We can ask them to set up an advisory committee.

Mayor Coviello: Has an issue with involving the Foundation. There are more urgent projects for their attention. Should go forward with creating a board and amend our code.

There is consensus to give staff direction to come back at the next meeting with a draft ordinance creating a Public Art Advisory Board.

12.d Discussion regarding assigning public art location selection to a Committee.

Manager Shafran requests that direction is provided to either consult with a Board, or for the Commission to give recommendation for a location.

There is consensus directing the Manager to consult with one or more Boards.

12.e Discussion on Minutes.

Commissioner Jonas: We used to have action minutes, then it was changed to expanded minutes in order to be more comprehensive and with idea to increase precision and inclusiveness. The result is that it takes the Clerk more time to complete the minutes, and it did not create more precision. Instead there was less precision and discussion on how to capture quotes.

Commissioner Anderson: Agrees, especially with the addition of the video to our website.

There is consensus that when staff is ready to put video on our website, that a resolution is put forward to go back to action minutes.

12.f Miami Dade County League of Cities Installation Gala

Manager Shafran explained that there is a line item for Commissioner attendance at monthly meetings of the League. Need to also consider attendance at the LEO Gala where one of our police officers was nominated for an award. Will continue to work on seeking available funds for both events.

**13 Request for Placement of Items on Next Meeting Agenda**

Commissioner Anderson: Discuss creating a nuisance abatement board and to have staff look at what other cities are doing.

Fred Jonas: For the Chief, Recreation Advisory Board, and Parks & Recreation Director to explore issues with basketball court and plans for improvement.

Commissioner Anderson: Discussion to create an art park in the Village.

Mayor Coviello: On board appointments, to change the process so that it is done by a majority vote. Staff to draft an ordinance for this change.

Mayor Coviello: Create a slogan or marketing campaign to build a sense of community and place. Looks to brainstorm ideas.

Mayor Coviello: To have the Village Attorney provide a status on the agreement with North Miami for water utility services.

14.a Village Manager

> Assistant to the Manager Sosa-Cruz provided a recap on the grant currently in progress for improvements to the cabin. Stated that the assessment by the architect firm of R.J Heisenbottle and Associates is key for future grants and funding opportunities.

> Manager Shafran received a request from one of the Village Manager position finalists for reimbursement of travel during the course of interviews. It was communicated to her that the Commission had previously stated that there would be no travel reimbursement, however she asked to have the Commission consider her request.

There was consensus to communicate to the candidate that the Village thanked her for her participation and to re-affirm what had been previously decided.

> Manager Shafran reported that she had been contacted by two lobbyists that were interested in engaging with the Village, one specifically whose specialty involved Stormwater. Reminded the Commission that there is limited funding budgeted and that the amount is not even close to what these lobbyists have proposed, but if the Commission wanted to allocate funds, the opportunity is there. One of the more pressing needs would be for Annexation.

Mayor Coviello: As we go forward, if we find the need, we can contact them at that time.

Commissioner Ross: Important to have a presence if funding becomes available.

> Manager Shafran provided the Commission with monthly financial report which listed the overruns of major line items. For future, this report will be provided prior to the meeting.

> Manager Shafran provided the Commission with a report showing the current Board appointments and their attendance at meetings for the past year. Also provided a draft of a Board Application Form.

There was consensus from the Commission to remove 'date of birth' from the application form.

Manager Shafran thanks the staff for making the changes to the agenda and for getting the agenda out to the Commission earlier than usual.

Mayor Coviello also thanks the Manager and staff for a tremendous, great meeting.

14.b Village Attorney

< None >

< None >

14.d Commissioner Comments

Commissioner Ross: Reminds everyone about the King Day of Service on January 25th.

**15 Public Comment**

Chuck Ross: Excellent first meeting. Thanks the Commission for accepting the artwork. Donations are going to the Foundation to be accounted for.

Manager Shafran explains that based on the Village's Gift Policy, donations are to be made out to the Village of Biscayne Park. The Village will serve as the agent on behalf of the donors.

Mr. Ross gives the Manager his highest compliment for the work she has done so far.

**16 Announcements**

Wednesday, January 8th - Code Review Board at 7:00pm  
Thursday, January 9th - Recreation Advisory Board at 7:00pm  
Tuesday, January 14th - Code Compliance Board at 7:00pm  
Wednesday, January 15th - Code Review Board at 7:00pm  
Monday, January 20th - All Village Departments are close in observance of  
Martin Luther King Day  
Tuesday, January 21st - Planning & Zoning Board at 6:30pm  
Saturday, January 25th - MLK Day of Service starting at 10:00am  
Monday, January 27th - Ecology Board at 6:30pm

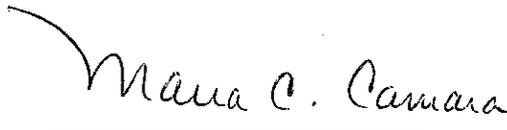
Our next regular Commission meeting is Tuesday, February 4, 2014 at 7:00pm.

The meeting was adjourned at 9:11pm.

Commission approved on February 4, 2014.

Attest:

  
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David Coviello, Mayor

  
\_\_\_\_\_  
Maria Camara, Village Clerk