



Town Council Members Present

Zane Teeters, Jr. – *Mayor*
Marjorie Boyd – Vice-*Mayor*
Cheryl Marinelli, Councilwoman
Kay McQueen, Councilwoman

Town Staff Present

Ann Quandt, Town Clerk
Wally Hoagland, Police Chief
David Langley, Attorney
Tom Harowki, Interim Planner

Mayor Teeters called the meeting to order at 6:32 pm. Pastor Lane offered the invocation, followed by the Pledge of Allegiance led by *Mayor* Teeters. Roll Call was performed, meeting notification was confirmed, and a quorum was declared.

Welcome and Introduction of Guests

A. CITIZENS QUESTIONS AND COMMENTS No public Comment (Closed)

CITIZEN QUESTION AND COMMENT PERIOD

At this point in the meeting, the Town Council will hear questions, comments, and concerns from the citizens. If the issue raised is not on today's agenda, action will not be taken by the Council at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future board agenda. Zoning and code enforcement matters cannot be discussed during the public comment period. Procurement matters not scheduled to be heard by the Council today also cannot be discussed

B. AGENDA REVIEW

C. APPROVAL OF MINUTES

1. August 13, 2024 Regular Council Meeting
2. September 10, 2024 Regular Council Meeting
3. September 23, 2024 Special Council Meeting
4. September 25, 2024 Emergency Special Council Meeting
5. October 7, 2024 Emergency Special Council Meeting
6. October 8, 2024 Regular Council Meeting
7. November 12, 2024 Regular Council Meeting
8. November 25, 2024 Special Council Meeting
9. December 4, 2024 Special Council Meeting
10. December 10, 2024 Regular Council Meeting
11. January 14, 2025 Regular Council Meeting
12. January 23, 2025 Special Council Meeting
13. October 14, 2025 Regular Council Meeting Minutes
14. October 23, 2025 Planning & Zoning Meeting Minutes

Councilwoman Boyd made a motion to approve all meeting minutes; seconded by the mayor; approved 4/0

CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

STAFF REPORTS

Police Department – Chief Hoagland

Update on Fall Festival – thank you for all volunteers. Well done event, well prepared and executed. New Events – Thanksgiving Community 11/27 @11 serving noon; Week after – Light Up Astatula “Polar Express” at Community Center at 6pm line up at 4; No registration; UTVs 4 Wheelers and Golf Carts are allowed; For Santa at CC@6; Tree lighting; Toys for Kids; Blue Collar Ball Drop at 12/31

School Zone Cameras awaiting permitting process – then signs and awareness mid-December. We received a grant of \$5k for new computers and upgrading police department equipment; we may be receiving a firearm safety grant for \$25k (Officer Hemby). We have a total of 500K in grant funding. Also, FEMA will be reimbursing us for all trash and debris pickup plus Chief's time \$50k.

Mayor: Thank you to the PD

Chief: Always the department

Kay: How many stops/tickets for the month of October

Chief: I do it per year and will update in January

Chief: Read letter – from City of Mt Dora – record rain fall/flooding – Calhoun helped and responded to at least 8 calls in Mt Dora and 5 in Eustis. THANK YOU, SGT CALHOUN,

Public Works –Director Andy Stamper – Thank you PW for excellent job at Fall Festival

Town Clerk – Ann Quandt – Nothing to add at this point

Town Attorney – David Langley - Nothing to add at this point

NEW BUSINESS

Reorder All in Favor 4/0

Discussion and review of Request for Proposal for auditing services (Council: final scoring and ranking)

Zach Chalfour from James Moore Company – RFP 09/2025 – James Moore switching from internal assistance to another company – Ranking Form – Strong Response with 5 quotes. \$20K-\$25K 2024 fee was \$20k. Zach collected the voting sheets from Council. Discussion on ranking with Councilwoman Boyd. Rankings. McDermott Davis is the top ranked firm. No objections. Mayor makes motion to accept the rankings as submitted by Council; seconded Councilwoman MacQueen. Motion passed 4/0. Coordination with James Moore & Co (Zach Chalfour) and the Town Clerk for the letter of engagement.

Discussion and possible action on Resolution 2025-18

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; AUTHORIZING BUDGET AMENDMENTS FOR THE TOWN OF ASTATULA FOR FISCAL YEAR 2024 - 2025; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor: reads resolution; Motion by Kay MacQueen to accept 2025-18, seconded Boyd; Passed 4/0

First Reading of Ordinance No. 2025-17 which amends Chapter 59 of the Code of the Town of Astatula Land Development Regulations to comply with SB 1080 and 784.

ORDINANCE NO. 2025-17

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; AMENDING CHAPTER 59, CODE OF THE TOWN OF ASTATULA LAND DEVELOPMENT REGULATIONS SECTIONS 59-1.14, 59-6.2, AND 59-6.7; UPDATING DEVELOPMENT APPLICATION REQUIREMENTS AND TIMEFRAMES TO COMPLY WITH FLORIDA SENATE BILL 1080 AND 784; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor: Reads Ordinance 2025-17.

Tom Harowski: Legislature changes re planning and zoning SB1080 minimum review times and procedures; SB784 which takes record plat mandated an administrative process and no longer council approval. Added 59.67 to address steps and time frames to approve. 59.14.2 procedures and time frames from 780. Minor subdivision change – prepare minor plat (4 lots or fewer) new rules will not longer to council. We've added a step to provide a concept plan to show the plan at the initial stage and then to go the administrative stage. Splits no change in the process because it's only done on survey. The Planning Board made a recommendation to approve the revised codes.

Councilwoman MacQueen: SB784 – who is staff?

Tom Harowski: That would be the Town Clerk

David Langley: Staff will approve what was presented is what is approved to then be recorded.

Dawn Teeters: Development already slated or new developments?

Tom Harowski: Final plats are done – except for Preserve -they are not ready.

Mayor: Motion to read Ord 17 by title only Kay seconded; Motion to approve ORD 17, seconded by Councilwoman Boyd. All in Favor 4/0.

First Reading of Ordinance No. 2025-18 which amends Official Town Letterhead to include the Gulf of America instead of Gulf of Mexico

ORDINANCE NO. 2025-18

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF ASTATULA, FLORIDA; AMENDING SECTION 2-234, ARTICLE VI., CHAPTER 2, CODE OF THE TOWN OF ASTATULA; UPDATING THE TOWN LETTERHEAD TO COMPLY WITH PRESIDENTIAL EXECUTIVE ORDER 14172; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor: Reading 18 amends the town letterhead. No questions from Council

Mayor Motions to read 18 by title only Seconded by Kay; Motion to approved Kay – 4/0

Swearing in of new Councilwomen, Kim Hanawalt and Susan Richert – new members were sworn in by the Town Clerk

Removal of the current Vice Mayor Boyd and appointment of new Vice Mayor Marinelli

Mayor: Thank you for your service, Vice Mayor Boyd. New Council will begin 12/1 with the first meeting 12/9. Vice Mayor served for 11 years, well done!

Marjorie: Thank you for being here

Motion Kay – remove vice mayor and appoint new vice mayor Marinelli, Seconded by Boyd; All in favor 4/0.

Town Clerk: Thank you, Marjorie.

Discussion and possible action to create a separate Cemetery account; Request to set up a dedicated Cemetery account for revenues and expenditures to improve transparency and tracking

Mayor: Motion to create a new separate account with current Bank (short discussion regarding currently accounted by ledger) managed by the Town; seconded by Councilwoman Boyd, all in favor, approved 4/0

Discussion and possible action to dissolve the current Cemetery Committee and explore reestablishing a new committee structure.

Mayor: Official dissolve the committee to explore a new committee with new structure, motion to dissolve the current cemetery committee, seconded by Councilwoman Boyd – all in favor, approved 4/0

Motion and discussion to approve the creation of an unpaid advisory board to be known as the “Special Events Committee.

Mayor: Create a committee

Councilwoman MacQueen: Dawn Teeters does a great job

Mayor: This is strictly in order to create a committee

Councilwoman MacKay: Yes

Mayor: I make a motion to approve the creation of the special events committee, seconded by Councilwoman Boyd, all in favor, approved 4/0

to appoint Dawn Teeters as the Chair for an initial term of one (1) year, to run through November 30th, 2026 and then beginning December 1, 2026, the Chair position shall convert to a two (2) year term to be appointed by the mayor and approved by the Council.

Mayor: I move to appoint Dawn Teeters as chairperson of the special events committee for a period of one year beginning 11/30/2025 - discussion

Councilwoman Boyd: She does a fine job

Chief: The last year or longer has stepped up to the plate – making things easier for the town, she is perfect.

Councilwoman MacQueen: What is the description of responsibilities

Dawn Teeters: I have used volunteers – thanksgiving is wrapped up – PD Charities does that event. I do shopping, etc. as well as calls from donations; gather volunteers; always planning; Light Up Astatula is almost completely planned. Very proactive with outside of the box.

Councilwoman MacQueen: How would the finances be handled

Mayor: All expenses go through Council – same policy by the mayor – overspending limit goes to Council

Chief: Nothing should be different; this makes it easier and she has been doing it.

Dawn Teeters: The donations came in from different places

Chief: It was close to \$5k

Mayor: A few of the donations came from Mack \$2,500 Gideons \$250 Don \$500 Publix \$150 Struthers \$250, Next Home \$200 and many more donators.

Chief: Events are growing – donations are necessary.

Dawn Teeters: Salon 7 donated \$250

Chief: The donations needed are more than ever

Mayor: I made a motion to appoint Dawn Teeters for one year, seconded by Councilwoman Boyd; all in favor 4/0

Councilwomen MacQueen and Boyd both said: well done

Mayor: Mentions that in 2027 we will be having a 100th birthday celebration similar to the fall festival format, we are getting prepared.

Discussion and possible action to approve the Accounting Clerk job description.

Town Clerk: I believe the position is more than an Accounting Clerk position

Councilwoman MacQueen: Made a motion to approve the Accounting Clerk job description, seconded by Vice Mayor Marinelli, approved 4/0

Discussion and possible action to approve out-of-town travel/training for Town Clerk to attend the ARMA Southeast Sunshine Conference on February 18, 19 and 20

Mayor: Discussion on conference

Town Clerk – Signed up for Certification Classes – Certified Municipal IICM

Vice Mayor Marinelli asks to table discussion until December for further research; seconded by Councilwoman MacQueen, approved 4/0

Discussion and approval \$2.00 per hour pay raise for the Deputy Town Clerk and the Accounting Clerk

Mayor: Town Clerk's position \$63k is responsible for all things finance; Accounting Clerk and Deputy Town Clerk were hired immediately thereafter – we hired James Moore for \$73k to provide financials on back end and in compliance; Admin Asst changed into Accounting Clerk – job duties; pay raise: Kelly is doing Deputy Town Clerk and Permitting – I believe the raises are warranted. Is it in the budget, not likely. Kelly from 20 to 22; Amy from 18 to 20.

Councilwoman Boyd: Is there a part time position

Mayor: Town Clerk said we do not need it – at this time PT is open – I don't see it be feasible to DTC, permitting, water billing, front office, window, phones, etc.

Councilwoman Boyd: Where did the request come from; Town Clerk and employees

Town Clerk: Yes

Councilwoman Boyd: Good employees are hard to find. Best asset, citizens \$ for training; (discussion)

Vice Mayor Marinelli: Do we have numbers, financial impact?

Mayor: I did not do the math, roughly \$160 per week/52 is \$8,320

Councilwoman MacQueen: to Town Clerk, what is your observation on professionalism, knowledge

Town Clerk: They are very qualified and reliable, doing a great job

Councilwoman Boyd: Will the PT position be filled

Mayor: We can wait ¾ months to see if the PT position needs to be filled

Susan Reichert: Is any of the salary for Amy coming from PD?

Mayor: Once it settles out – it will come from PD (PT was partially PD)

Susan Reichert: We need accountability

Mayor: Amy does a fantastic job keeping position 99% caught up. I think we need to give the girls raises. Possibly restructure salaries and job descriptions.

Councilwoman Boyd: The girls in the front office are working together

Mayor: We have a good group

Councilwoman Boyd: Made a motion to approve pay raises \$2 per hour, seconded by the mayor; approved 4/0

FINANCIAL REVIEW

The Town Clerk handed out a Statement of Financial Position

Mayor: General Fund as of 10/2025 had \$450,962.97; ARAF \$2,340,041.62; Impact Fees \$519,866.09; Transportation \$52,155.43; Checking \$100,275.61 and Enterprise \$157,695.02 additional discussion regarding expenses Total \$3,620,996.74 Accounts Receivable at \$56,668.28 Assets \$106,050.40 Fixed Assets \$820,035.30 refer to handout for more information

COUNCIL DEPARTMENT LIASON & COMMITTEE REPORTS

Public Works / Streets - Mayor Zane Teeters, Jr. Mayor: TN avenue fixed

Finance / Grants – Councilwoman Marjorie Boyd Marjorie: Nothing to add

Public Safety / Code Enforcement – Mayor

Mayor: Johnny is not here – There are a few cases closed out

Legal / Ordinances / Economic Development – Cheryl Marinelli, Vice Mayor

Vice Mayor Marinelli: David:

David: 2 Questions – Cemetery Committee and Special Events Committee – resolutions will be prepared for in December.

Marinelli: Review Ordinances; review charter verbiage possible changes, process and timing and costs

Cemetery needs to be settled

Mayor: Surveyed – photographed all headstones

Marinelli – better verbiage to the ordinance, less ambiguous

Land Development Regulations / Community Outreach – Kay MacQueen, Councilwoman Nothing to discuss

REVIEW

Items for Workshops and possible dates

Mayor: Possible workshop for cemetery committee

Chef: December 7th @ 11 am for staff, council and family – firing range – BBQ dinner

Items for the next Regular Council Meeting TC Training

Items for a Special Meeting and possible dates Nothing

December Meeting Agenda Items: We have 12 days before meeting with agenda items to the Clerk - deadline 11/26

COUNCIL MEMBER MISCELLANEOUS COMMENTS Nothing

ADJOURNMENT 8:32 p.m.

Please Note: In accordance with F.S. 286.0105; Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Astatula does not prepare or provide this verbatim record.
Note: In accordance with the F.S. 286.26; Any Persons with disabilities needing assistance to participate in any of these proceedings should contact
Town Hall, 25009 CR 561, Astatula FL 34705, (352) 742-1100 at least two business days in advance of the meeting.

IMPORTANT DATES

- Regular Planning and Zoning Meeting – November 20th at 6:00 p.m.
- Thanksgiving Feast at the Community Center – Thursday, November 27th
- Office Closed – Friday, November 28th
- Light Up Astatula – Friday, December 5th
- Regular Council Meeting –December 9th @ 6:30 p.m.
- Regular Planning and Zoning Meeting – December 18th at 6:00 p.m.
- Merry Christmas – December 25th
- New Year’s Eve Ball Drop – December 31st
- Happy New Year – January 1st
- Regular Council Meeting –January 13th @ 6:30 p.m.
- Regular Planning and Zoning Meeting – January 22, 2026 @ 6:00 p.m.
- Regular Council Meeting –February 10th @ 6:30 p.m.
- Regular Planning and Zoning Meeting – February 26, 2026 @ 6:00 p.m.
- Regular Council Meeting –March 10th @ 6:30 p.m.
- Regular Planning and Zoning Meeting –March 26, 2026 @ 6:00 p.m.

Mayor adjourns meeting at 9:17 pm.

Respectfully submitted,

Zane Teeters, Jr., **Mayor**

ATTEST:

Charles Jacien – Town Clerk