

**REGULAR MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 7:30 PM

February 13, 2020

13400 Griffin Road

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Present:

Mayor Doug McKay

Andrew Berns, Town Administrator

Vice Mayor Denise Schroeder

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Delsa Amundson

Martin D. Sherwood, Town Financial Administrator

Council Member Bob Hartmann

Keith Poliakoff, Town Attorney

Council Member Gary Jablonski

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor McKay at 7:53 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance and a moment of silence for the anniversary of the MSD Tragedy and for the passing of Judy Hancock.

**3. Public Comment**

The following members of the public addressed the Town Council: Jen Perelman, Steve Breitreuz, Jim Laskey, members of the Sikh Youth Association, David Kuczenski, David Sears, Kathy Cox, Newell Hollingsworth, Jo Ann Hollingsworth, Debbie Green and Fred Cox.

**4. Board Reports**

Debbie Green spoke on behalf of the SEAB reminding the public of the 5k Unity for Diversity run and commended the Sikh Youth members on their commitment. She also advised the date of the Barn Dance which is March 7, 2020.

**5. Council Member Comments**

Vice Mayor Schroeder thanked the "parking lot police" for their vigilance and advised the public if anyone needs a ride to Town Hall in order to attend a Council Meeting, she will gladly pick them up and bring them to the meeting.

Council Member Amundson addressed the public regarding the same issue Vice Mayor Schroeder spoke on.

Council Member Hartmann thanked Vice Mayor Schroeder for recognizing a moment of silence for Judy Hancock. He then recounted a memory of Judy and her husband. Council Member Hartmann spoke about a bucket grinder on someone's property on 188<sup>th</sup> Ave and he would like to investigate that as he is sure that isn't allowed. Council Member Hartmann spoke on the horrible traffic issues that stem from Franklin Academy. Responding to comments made during Public Comment about the pollution emanating from the Vista View site, he stated if the Town ever had a water problem, he would rather fight the issue at that time than to rely on the Federal Government to help. Anything that affects the community he would fight for.

Council Member Jablonski announced the upcoming Town events including the Unity in Diversity 5K, Bingo at the Barn, The Fun Horse Show, Barn Dance practice, the Barn Dance and Town Hall Closure for President's Day. He spoke of the Town's 20<sup>th</sup> Birthday Party on April 4, 2020. He advised there will be a parade and floats and it will be a wonderful time had by all. Council Member Jablonski then revealed the results of the Enhancement Traffic Enforcement that took place recently. Council Member Jablonski made it very clear that this was performed at no cost to the Town. He advised that the Enhanced Traffic Enforcement took place over a span of 16 days at 8 major speeding hotspots in the Town. The total speeding tickets issued during the time frame mentioned previously was 168 making it an average of 10.5 tickets issued per day. Based on the average revenue of \$52.00 per ticket, the total amount collected was \$550.00 a day for a total of \$8800.00. This evaluation was conducted in order to establish whether continuing the Enhanced Traffic Enforcement would be economically viable. Furthermore, operations taking place outside of normal contracted services are based on overtime rates for officers. The overtime rates are \$72.00 per hour and each unit would be two man for officer safety. Council Member Jablonski wanted the public to understand that neither the Town nor Davie Police Department are looking to implement a quota system, however in order to remain economically viable, a minimum of 3 tickets per hour need to be generated to avoid negative cost impact. At worst, the program would be revenue neutral, however, one of the benefits of the Enhanced Traffic Enforcement is a greater police presence within the Town. Council Member Jablonski would like to continue with the Enhanced Traffic Enforcement; however, he needs the Council's approval in order to give direction to Town Administration. Council Member Hartmann, Mayor McKay, Vice Mayor Schroeder and Council Member Amundson all agreed to continue the program.

Mayor McKay also reminded the public of the upcoming Fun Horse Show and he would like to see everybody there. He wished the public a Happy Valentine's Day and mentioned his wedding Anniversary is on Valentine's Day as well. He then thanked everyone for coming out to the meeting.

## **6. Legal Comments**

Town Attorney Poliakoff offered no legal comments.

## **7. Administrative Comments**

Town Administrator Berns introduced Deputy Town Clerk, Debra Ruesga to the Council and public. He updated the Council on the Nursery Ordinance. At the January 23, 2020 meeting, a simplified summary was taken from what is in the original ordinance. Town Administrator Berns then met with each of the Council Members individually to go through and discuss the summary. He stated Assistant Planner Jeff Katims is in the process of updating the summary from the Council consensus and as soon as it is completed, Town Administrator Berns will make the document available to the Council and the public. Once that document has been reviewed and agreed upon, then an ordinance will be drafted for Council consideration. Lastly, Town Administrator Berns addressed a comment made by a member of the public about the Party Planning Committee. He clarified for the record, every advisory board and committee has a single staff liaison, it doesn't mean the liaison is the only staff member performing the work. After a board or committee meeting the liaison then goes back to Town Administration and Town resources are utilized to make whatever event or project happen.

Ordinance – 2<sup>nd</sup> Reading

**8.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2020-2024 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {Approved on First Reading, December 12, 2019}

The following motion was made by Council Member Hartmann and seconded by Council Member Amundson and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

**9.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE TOWN OF SOUTHWEST RANCHES COMPREHENSIVE PLAN BY CHANGING THE DESIGNATION OF APPROXIMATELY 33 ACRES FROM MEDIUM DENSITY RESIDENTIAL (16 DU/AC) TO RURAL RANCH, TO MATCH BROWARD COUNTY'S FUTURE LAND USE MAP DESIGNATION, GENERALLY LOCATED AT THE NORTHEAST QUADRANT OF SHERIDAN STREET AND SW 190<sup>TH</sup> AVENUE; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; REQUESTING RECERTIFICATION BY THE BROWARD COUNTY PLANNING COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-20-2) {Approved on First Reading December 12, 2019}

The following motion was made by Council Member Hartmann and seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

**10.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC") BY AMENDING SECTION 10-30, "TERMS DEFINED;" AMENDING ARTICLE 100, "APPLICATION SUBMITTAL AND NOTICE PROCEDURES," SECTIONS 100-020, "GENERAL APPLICATION REQUIREMENTS," 100-030, "MINIMUM REQUIRED CONTENT FOR ALL PUBLIC HEARING NOTIFICATIONS," AND 100-060, "MAIL NOTICE REQUIREMENTS FOR PUBLIC HEARINGS;" CREATING ARTICLE 112 ENTITLED, "SPECIAL EXCEPTION USES;" PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {Approved on First Reading December 12, 2019}

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

**11.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA ADOPTING THE TOWN OF SOUTHWEST RANCHES RURAL IDENTIFICATION PROGRAM MANUAL FOR ALL NEW IDENTIFICATION SIGNS PLACED ON TOWN PROPERTY INCLUDING, BUT NOT LIMITED TO, THE TOWN'S RIGHT OF WAY; REQUIRING ALL IDENTIFICATION SIGNAGE, LOCATED ON TOWN PROPERTY, TO OBTAIN TOWN APPROVAL PRIOR TO INSTALLATION; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {Approved on First Reading - January 23, 2020}

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

Resolutions

**12.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE SELECTION AND NEGOTIATION COMMITTEE'S RECOMMENDATION AND RANKING OF MUNILYTICS, INC., TO UPDATE AND TO PROVIDE RECURRING SERVICES FOR THE TOWN'S FIRE ASSESSMENT PROGRAM; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT, IN SUBSTANTIALLY THE SAME FORM AS EXHIBIT "A", WITH MUNILYTICS, INC., IN AN INITIAL AMOUNT NOT TO EXCEED TWENTY THOUSAND SIX HUNDRED DOLLARS AND ZERO CENTS (\$20,600.00); AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski and seconded by Council Member Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**13.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER WITH CRAVEN THOMPSON AND ASSOCIATES, INC. IN THE AMOUNT OF ONE HUNDRED FIVE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS (\$105,400.00) FOR SURVEYING AND ENGINEERING DESIGN SERVICES FOR THE HANCOCK ROAD GUARDRAIL IMPROVEMENTS; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski and seconded by Council Member Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**14.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FIFTY-THREE THOUSAND TWENTY DOLLARS AND ZERO CENTS (\$53,020.00) WITH KIMLEY HORN AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR PHASE SIX OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski and seconded by Council Member Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**15. THIS ITEM WAS WITHDRAWN AND RESCHEDULED FOR FEBRUARY 27, 2020 AT THE REQUEST OF THE APPLICANT.**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF COOPER CITY PROVIDING WATER AND SEWER SERVICES TO 13000 LEWIN LANE AND 13001 LEWIN LANE, TWO SINGLE FAMILY HOMES LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING THAT CONNECTIVITY SHALL NOT OCCUR UNTIL AND UNLESS BROWARD COUNTY ADOPTS A NEW WATER AND SEWER CONNECTIVITY REGULATION THAT EXEMPTS FROM MANDATORY CONNECTION HOMES CURRENTLY LOCATED IN THE RURAL ESTATES AND RURAL RANCHES LAND USE CATEGORIES; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF COOPER CITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Discussion

**16. This item was heard later in the meeting.**

**17. FY 2020-2021 Proposed Budget Calendar**

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: TO APPROVE THE BUDGET CALENDAR.**

## **18. Approval of Minutes**

### a. January 23, 2020 Regular Meeting

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

### **MOTION: TO APPROVE THE MINUTES.**

## **17. Annual Review of Charter Officials – Tabled from December 12, 2019**

Town Attorney Poliakoff explained the process for the annual review of Charter Officials. He met with Town Administrator Berns who is very strong advocate for all three (3) Charter Officials, himself included. Town Attorney Poliakoff then researched industry standards as it relates to Assistant Town Administrator/Town Clerk Muñiz. Town Attorney Poliakoff also met with Assistant Town Administrator/Town Clerk Muñiz. During the meeting, by coincidence, Vice Mayor Schroeder was in the office at the time and joined them in a discussion of Assistant Town Administrator/Town Clerk Muñiz's qualifications.

Town Attorney Poliakoff reminded the Council that 2019 was an outstandingly good fiscal year and as a result of the positive year, Town Financial Administrator Sherwood and Town Administrator Berns asked for a bonus. The recommendation of Town Attorney Poliakoff is the same amount as the previous year, which was a 5% bonus. As for Assistant Town Administrator/Town Clerk Muñiz the recommendation was also for a 5% bonus, however there was also discussion pertaining to his salary. Since 2016, Assistant Town Administrator/Town Clerk Muñiz job duties have increased tremendously, however his salary rate is well below industry standards. Also noted, if the Town had hired both an Assistant Town Administrator and a Town Clerk, the Town would be paying way over \$200,000.00. Town Attorney Poliakoff offered Assistant Town Administrator/Town Clerk Muñiz \$10,000.00 over his current rate, which would bring his salary rate to \$115,000.00. Assistant Town Administrator/Town Clerk Muñiz countered back with \$120,000.00 with a two (2) year commitment to the Town and in the event, he leaves prior to the end of the two (2) years, the pro-rated portion would be returned to the Town. Town Attorney Poliakoff then turned the discussion to the Council for their review comments and questions for all three (3) Charter Officials.

Mayor McKay stated he is in support of Town Attorney Poliakoff's recommendation, especially if you follow the data. He then turned the discussion over to the rest of the Council.

Council Member Jablonski also indicated his full support of Town Attorney Poliakoff's recommendation. He stated the Charter Officials have earned it, especially if you look at the \$1 million surplus from 2019. There has been a surplus every year the team has been together. Council Member Jablonski doesn't look at it as a bonus, he looks at it as an investment in the Town. Vice Mayor Schroeder agreed. He commended all three (3) Charter Officials.

Council Member Hartmann followed next regarding the recommendation made by Town Attorney Poliakoff. He agreed with the other Council Members as well. Taxes were lowered and that is a result of the Charter Officials along with the surplus. He felt the list of accomplishments of the Town Administrator, Assistant Town Administrator/Town Clerk and Town Financial Administrator are impressive and he then asked Town Administrator Berns for a soft copy of the list so he could highlight some of the accomplishments in the Town newsletter. He stated all three (3) Charter Officials deserve it, they have worked hard, put in a lot of time, on and off the clock and they manage their teams effectively and efficiently, which make them great leaders.

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder.

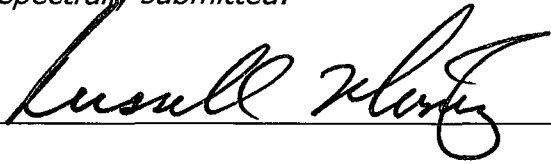
**MOTION: A ONE TIME 5% SALARY BONUS FOR ALL THREE (3) CHARTER OFFICIALS AND A SALARY INCREASE TO \$120,000.00 WITH A TWO (2) YEAR COMMITMENT FOR ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK MUÑIZ.**

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Schroeder and passed by a 5-0 roll call vote. The vote was as follows: Council Members Amundson, Hartmann, Jablonski, Vice Mayor Schroeder and Mayor McKay voting yes.

**MOTION: A ONE TIME 5% SALARY BONUS FOR ALL THREE (3) CHARTER OFFICIALS AND A SALARY INCREASE TO \$120,000.00 WITH A TWO (2) YEAR COMMITMENT FOR ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK MUÑIZ TO BE RETROACTIVE TO JANUARY 1<sup>ST</sup>, 2020.**

**19. Adjournment** – Meeting was adjourned at 9:27 PM.

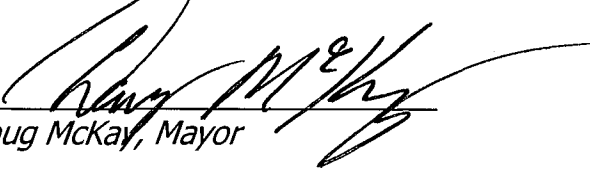
*Respectfully submitted:*



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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this day of*



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*Doug McKay, Mayor*

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.