

VILLAGE HALL  
500 NE 87<sup>TH</sup> ST  
EL PORTAL, FL 33138  
David A Rosemond  
VILLAGE MANAGER



MAYOR CLAUDIA V. CUBILLOS  
VICE MAYOR OMARR C. NICKERSON  
COUNCILPERSON HAROLD E. MATHIS, JR.  
COUNCILPERSON WERNER E. DREHER  
COUNCILPERSON VIMARI ROMAN

Regular Village Council Meeting  
Tuesday, April 25, 2017  
Minutes  
7:00 PM

Statement of Decorum

Any person making a racial or slanderous remark or who becomes boisterous while addressing the Village Council, Staff, etc. shall be barred from the audience by the presiding officer. No profanity, shouting, heckling, verbal outbursts or disruptive behavior in support of or opposition to a speaker or his/her remarks is permitted. No signs or placards shall be allowed in the Village Hall. Person exiting the Village Hall shall do so quietly.

“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Committee with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

**A. CALL TO ORDER:** Mayor Cubillos, presiding, called the meeting for April 25, 2017 to order at 7:15pm.

**B. SILENT MEDITATION & PLEDGE:** Mayor Cubillos asked all those present to stand for a pledge of allegiance and a moment of silence.

**C. ROLL CALL:** Mayor Cubillos asked the Village Clerk, Yenise Jacobi, for a **Roll Call**.

**Present:** Mayor Cubillos, Vice Mayor Nickerson (Late), Councilperson Harold Mathis, Councilperson Roman, Councilperson Dreher, David A. Rosemond (Not voting), Village Manager, Chief Eugene Morales (Not voting), and Yenise Jacobi, Village Clerk (Not voting) Irwin Williams, CFO, Jason Silver, sitting in for Village Attorney (Not Voting).

**D. APPROVAL OF AGENDA:** Mayor Cubillos asked for a motion to approve the agenda with additions to be added K1 & F2. **Motion:** A motion to approve the agenda **Action:** Approve, **Moved by** Councilperson Mathis, Jr., **Seconded by** Councilperson Dreher. The motion passed by voice vote.

**E. APPROVAL OF MINUTES FOR THE FOLLOWING MEETING(S):**

**E1.** Minutes for March 28, 2017 Regular Council Meeting— **Motion:** A motion to approve the minutes with corrections **Action:** Approved, **Moved by** Councilperson Roman, Jr. **Seconded by** Councilperson Dreher. The motion passed by voice vote.

**F. ACKNOWLEDGMENT OF VISITORS AND/OR SPECIAL PRESENTATIONS:**

**F1a.** Mayor Cubillos acknowledged the presence of Jonathan Moz, from Mayor Carlos Gimenez office of Miami Dade County.

## Regular Council Meeting Minutes

April 25, 2017

### Meeting Agenda

#### **G. GOOD AND WELFARE:**

None noted.

#### **H. AGENDA ITEM:**

H1. YTD Financials

H1a. CFO Williams made a presentation on financials

- FRS

**H2.** Bank Update Status

H2a. Bank documentation has been processed & it is currently working on credit cards, fully operational by next week.

**H3.** Update on CITT Tax

H3a. Reporting has been met funds will be released soon

**H4.** Official Photos at Village Hall

H4a. Mayor Cubillos gave a deadline of the next 30 days to be done immediately

#### **H5. Mayor & Village Council Priorities for the Manager**

##### **Internal Administration**

- Emergency Plan
- Speed of Government
- Policies & Procedure
- SOP
- Lobbyist

##### **Police Department**

- Direction of the Police Department
- Chief
- Past Verbal Agreements
- Staffing

##### **Village Hall**

- Updates (short term and long term)

##### **Public Works**

- Septic to Sewer
- And existing projects (i.e. **Nature Trail**, Waste Management and etc.)

##### **Code Updates**

#### **Note: H5 was postponed until Vice Mayor Nickerson's arrival for voting**

**H5a.** Motion for Council to adopt the Mayor & Village Manager council priorities for Manager to execute in the order voted on the Strategic Planning Session II.

**Motion:** A motion to adopt the Mayor & Village Council priorities for Manager. **Action:** Passed  
**Moved by** Councilperson Mathis, Jr. **Seconded by** Councilperson Roman

**Vote: (Summary: Yes=4, No = 1).**

Councilperson Dreher	No
Councilperson Roman	Yes
Councilperson Mathis, Jr.	Yes
Councilperson Nickerson	Yes
Mayor Cubillos	Yes

**Regular Council Meeting Minutes**

**April 25, 2017**

**Meeting Agenda**

**I. RESOLUTIONS / ORDINANCES:**

**II. ORDINANCE. 2017-02**

**SECOND READING  
FORM BASED CODE**

I1a. Mayor Cubillos asked attorney Jason Silver to read Ordinance No. 2017-02

**NOTE: CHAPTER 17 to be voted on May 23, 2017 Regular Council Meeting**

**AN ORDINANCE OF THE VILLAGE OF EL PORTAL, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 24 IN ORDER TO ADOPT A FORM-BASED CODE; ADOPTING A NEW ZONING MAP; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS, REPEALER, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

**RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA TO DESIGNATE AND AUTHORIZE SIGNATORIES FOR THE VILLAGE'S BANK ACCOUNTS AT FLORIDA COMMUNITY BANK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

Note: Read into the record by attorney Jason Silver

Mayor Cubillos opens it for public discussion:

Nancy Dawson- Ms. Dawson questioned what happens with 2<sup>nd</sup> Avenue and the peace that the residents have enjoyed while living there.

Adam Old- 140 NE 86 Street- Mr. Old thanked Juan from Plusurbia for keeping focused to pass these ordinances it has been four years in the making and it will be better for the village.

Note: Juan from Plusurbia made a presentation attached with a slide show.

**Motion:** A motion to pass Ordinance 2017-02. **Action:** **Passed Moved by** Councilperson Mathis, Jr. **Seconded by** Councilperson Dreher

**Vote: (Summary: Yes=4, No = 0).**

Councilperson Dreher	Yes
Councilperson Roman	Yes
Councilperson Mathis, Jr.	Yes
Councilperson Nickerson	Not present
Mayor Cubillos	Yes

**I2. ORDINANCE NO. 2017-01**

**SECOND READING  
COMP PLAN**

I2a. Mayor Cubillos asked attorney Jason Silver to read Ordinance No. 2017-01

**Regular Council Meeting Minutes**

**April 25, 2017**

**Meeting Agenda**

**AN ORDINANCE OF THE VILLAGE OF EL PORTAL, FLORIDA, AMENDING THE FUTURE LAND USE MAP, THE FUTURE LAND USE ELEMENT, THE COASTAL MANAGEMENT ELEMENT, AND THE RECREATION AND OPEN SPACE ELEMENT OF THE COMPREHENSIVE PLAN AS MORE SPECIFICALLY DESCRIBED HEREIN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS, REPEALER, SEVERABILITY, AND AN EFFECTIVE DATE.**

Note: Read into the record by attorney Jason Silver

**Motion:** A motion to pass Resolution 2017-01. **Action:** **Passed Moved** by Councilperson Dreher **Seconded** by Councilperson Mathis, Jr.

**Vote: (Summary: Yes=4, No = 0).**

Councilperson Dreher	Yes
Councilperson Roman	Yes
Councilperson Mathis, Jr.	Yes
Councilperson Nickerson	Not present
Mayor Cubillos	Yes

Mayor Cubillos opens it for public discussion:

None Noted.

**13. RESOLUTION NO. 2017-12**

**GRANT FLORIDA DEPT OF AGRICULTURE**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA TO APPROVE AND ACCEPT A GRANT WITH FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES IN THE AMOUNT OF \$9,900.00, AND FURTHER AUTHORIZING MATCHING FUNDS, AND AUTHORIZING THE VILLAGE MANAGER TO TAKE THE NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

Note: Read into the record by attorney Jason Silver

Mayor Cubillos opens it for public discussion:

None noted

Note: Roberto Ruano- Mr. Ruano made a presentation on these two resolutions and stated it was a 50/50 match.

**Motion:** A motion to pass Ordinance 2017-12. **Action:** **Passed Moved** by Councilperson Mathis, Jr. **Seconded** by Councilperson Roman

**Regular Council Meeting Minutes**

**April 25, 2017**

**Meeting Agenda**

**Vote: (Summary: Yes=4, No = 0).**

Councilperson Dreher	Yes
Councilperson Roman	Yes
Councilperson Mathis, Jr.	Yes
Councilperson Nickerson	Not present
Mayor Cubillos	Yes

**14. RESOLUTION NO. 2017-13 PIGGYBACK MIAMI DADE CONTRACT COUNTY PLANT MATERIAL & TREE SERVICES**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA AUTHORIZING THE VILLAGE MANAGER TO PIGGYBACK ON THE EXISTING MIAMI-DADE COUNTY PLANT MATERIAL AND TREE SERVICES CONTRACT, NUMBER 1298-1/21, FOR THE PURCHASE OF PLANT MATERIAL AND TREES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

Note: Read into the record by attorney Jason Silver

Mayor Cubillos opens it for public discussion:

None Noted

**Motion:** A motion to pass Resolution 2017-13. **Action:** **Passed Moved by** Councilperson Roman **Seconded by** Councilperson Mathis, Jr.

**Vote: (Summary: Yes=4, No = 0).**

Councilperson Dreher	Yes
Councilperson Roman	Yes
Councilperson Mathis, Jr.	Yes
Councilperson Nickerson	Not present
Mayor Cubillos	Yes

**J. REPORTS OF THE VILLAGE MANAGER, MAYOR & COMMITTEE CHAIRS:**

**J1. Village Mayor Reports**

**J1. Village Mayor Report - Mayor Claudia V. Cubillos**

- Dade Days in Tallahassee: (El Portal's El Jardin Water project) \$550k has been appropriated in the Senate budget by Senator Latvala (with the assistance and support of Senator Campbell)
- Farmers Market: Aside from Nataly and Alba for coordinating, I want to thank the following Police Officers that came out to participate as part of our Community Policing Initiative: *Officer Rojas, Officer Battaglia, Officer Payne, Officer Loissant, Officer Owens, Officer Sharp and Sgt Hufnagel with Artic.* This event supports local economic development by

## Regular Council Meeting Minutes

April 25, 2017

### Meeting Agenda

promoting local small businesses, many of whom are El Portal Residents too. Next one is on: **Saturday, May 6<sup>th</sup>**

- Ribbon Cutting for **Kidstown Pediatrics located at 211 NE 89 Street** in El Portal is set for the **first week in May**. An exact date is forthcoming.
- End of the school year awards to top performers at Horace Mann (TBD) & Phyllis Ruth Miller 5<sup>th</sup> grade class on June 7<sup>th</sup>
- Education Compact Initiative working on through summer
- There are 4 new businesses coming soon (on NE 87 Street) in El Portal: Yoga, Children's Art studio, Pilates and another Antique Dealer
- Annual Easter Egg Hunt had well over 70 El Portal kids: I want to thank our Co-sponsor: **Kidstown Pediatrics and Novartiks Inc** for also contributing. I want to thank the following Police Officers: *Officer Rojas, Officer Battaglia, Officer Sacramento, Officer Benitez, Officer DeMota, Officer Lopez, Chief and Sgt Hufnagel with Artic* for assisting that day.
- Reminder, we're working on a Gallery of Community Photos (Now on Village Website and to be completed by end of summer)
- Reminder my new email: [mayorcubillos@villageofelportal.org](mailto:mayorcubillos@villageofelportal.org)
- Think globally, act locally - Operation Village Wide Clean Up was on Earth Day Saturday, April 22<sup>nd</sup>
- Placement of our **Tree City USA** signs are set for (National Arbor Day) **Friday, April 28<sup>th</sup> at 10:30 AM**
- **SAVE THE DATE: State of the Village is on Tuesday, August 22<sup>nd</sup> at 7:00 PM**

#### **J2. Village Manager Report – *Manager David Rosemond***

- Manager Rosemond expressed his gratitude and recognized Officer Batlagia on an incident that had occurred in El Portal that was on the news station, for his level of involvement.
- Swale School
- RFQ to solicit request from different firms Storm Water Project.

#### **J3. COMMITTEE CHAIRS REPORTS:**

##### **a. Public Affairs**

*Chairperson Omarr Nickerson*

- El Portal's 9<sup>th</sup> Annual Armed Forces Day 5K (Run/Walk) is **on Saturday, May 20<sup>th</sup> at 7:00 am** Sign up now on-line at: [elportalvillage.com/5k](http://elportalvillage.com/5k)
- Reminder: MDCLC 63<sup>rd</sup> Annual Gala: Saturday, May 13<sup>th</sup>
- Reminder: PBA Annual Gala Saturday, May 20<sup>th</sup>

##### **b. Public Works**

*Chairperson Werner Dreher*

- Internship Program
- Nature Trail (added by Mayor Cubillos)
- RFQ
- Street Repair 88<sup>th</sup> Street & 90<sup>th</sup> Street

## Regular Council Meeting Minutes

April 25, 2017

### Meeting Agenda

#### c. Public Safety

*Chairperson Claudia V. Cubillos*

- **Community Policing:** We've introduced a Community Policing K-9, Artic, undergoing training and an increase in police involvement at events interacting with residents. Community Policing (not only county wide, but nationwide) is proving that by leveraging connections within the community, police are better positioned to solve public safety problems by improved public trust - being proactive.
- **Police Vehicles:** (A reminder to PS Committee to review both analysis prepared by Irwin so we will be ready for discussion and to vote at May Committee Meeting, to then bring to full Council in May)
- **Crime Watch** (working with David Ward and Sgt Hufnagel for signs to be placed at blocks that have earned it for all the work that has been done) and I want to thank CW for being present and distributing information at our last Farmers Market.
- **Police Appreciation Week is May 15-20<sup>th</sup>**  
**COMING UP:**
- **ESSAC/ Horace Mann**  
This summer we need to propose a resolution on how together we can improve dismissal procedures for new school year and onward
- **Improve and update Police Visibility on our Village Website**
- **Police Uniforms and (Bike Patrol uniforms)**
- **2017 National Night Out and Mayor's backpack Giveaway** (on Tuesday, August 1<sup>st</sup> Stay tune for more details)

#### d. Code Enforcement

*Chairperson Vimari Roman – Nothing new to report*

#### e. Planning & Zoning

*Chairperson Claudia V. Cubillos*

- Update on front desk  
Manager Rosemond stated that as of April 15<sup>th</sup> Elena was hired by the city and we are no longer CAP Government on the front desk end of it permit clerk.

#### f. Administration & Finance

*Chairperson Harold E. Mathis, Jr.*

- Evaluations (Manager & Attorney)
- Libby Bowen Foundation (added by Mayor Cubillos)

**J3. Village Attorney Reports** - Attorney Jason Silver sitting in for attorney Geller extended his congratulations on the passing of the ordinances.

#### K. UNFINISHED BUSINESS AND GENERAL ORDERS:

##### K1. Chapter 17

K1a. It was discussed that Chapter 17 second reading would be done at the May 24, 2017 Regular Council Meeting.

#### L. NEW BUSINESS:

**Note Noted.**

**Regular Council Meeting Minutes**

**April 25, 2017**

**Meeting Agenda**

**M. GOOD AND WELFARE:** None noted.

**N. ADJOURNMENT:** Councilperson Mathis, motioned that the Regular Village Council meeting for April 25, 2017 be adjourned. Councilperson Roman seconded the motion. The motion carried unanimously. The meeting was adjourned at 9:15pm.

**In accordance with the American With Disabilities Act of 1990, all persons with disabilities and who need special accommodations to participate in this meeting due to that disability should contact the Village Clerk's Office at (305) 795-7880 no later than two (2) business days prior to such proceeding.**