VILLAGE OF LAZY LAKE

REGULAR MEETING MINUTES\*

2201 WILTON DRIVE, WILTON MANORS, FLORIDA

TUESDAY, NOVEMBER 19, 2019

6:30 P.M.

**Village Council**

Present:

Mayor Evan Anthony

Council Member Ray Nyhuis (arr 7:35pm)

Council Member Carlton Kirby

Council Member Patrick Kaufman

Council Member John Boisseau

Absent:

Council Member Sally Boisseau

Also in Attendance

Donald Lunny, Esquire

William Benson, CPA

Lisa Tayar/Prototype

Richard Willard, Resident

1. Roll Call

The meeting was called to order by Mayor Evan Anthony at 6:30 p.m. It was determined a quorum was present.

2. Approval of Meeting Minutes *(action item)*

September 26, 2019 Special Meeting

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve the minutes of the September 26th, 2019 meeting. In a voice vote, the motion passed unanimously (3-0).

3. Consent Agenda

3.1 Ratification of payments made for the following invoices: *(action item)*

a) Brinkley Morgan invoices: #208618 dated 9/30/19 in the amount of $3,210 (ethics matters), #208619 dated 9/30/19 in the amount of 2,350.40 (general matters), #208883 dated 10/31/19 in the amount of 2,226.86 (general matters), and #208884 dated 10/31/19 in the amount of $540.50 (ethics matters)

b) Prototype invoices: #19-0471 dated 10/17/19 in the amount of $682.38 and #19-0509 dated 11/15/19 in the amount of $625.00

c) City of Fort Lauderdale, Inv #AR2000078 in the amount of $3,780.19 for fire rescue services June 2018 through August 2019

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve the consent agenda. In a voice vote, the motion passed unanimously (3-0).

3.2 Authorization to pay Solitude Lake Management Inv #PI-A00309500 in the amount of $185.00 dated 10/1/19 and Inv #PI-A00319102 in the amount of $185.00 dated 11/1/19 *(action item)*

**Motion** made by Council Member J. Boisseau, seconded by Council Member Kaufman, to approve the authorization to pay Solitude Lake Management invoices. In a voice vote, the motion passed unanimously (3-0).

3.3 Such additional invoices as may be presented for ratification or payment, if provided for in the annual budget - none.

4. New Business

4.1 Lease Agreement with Grand Properties for 2020 *(action item)*

It was noted the rent had increased by a total of $22.50.

**Motion** made by Council Member Kaufman, seconded by Council Member Kirby, to approve the Lease Agreement with Grand Properties. In a voice vote, the motion passed unanimously (3-0).

4.2 A RESOLUTION PERTAINING TO THE SUBJECT OF VILLAGE OF LAZY LAKE COUNCIL MEETINGS; PROVIDING FINDINGS; AUTHORIZING REGULAR VILLAGE AND CERTAIN SPECIAL COUNCIL MEETINGS BEING HELD OUTSIDE OF THE VILLAGE’S TERRITORIAL LIMITS; PROVIDING BASIC MINIMUM PROCEDURES FOR PUBLIC NOTICE OF VILLAGE COUNCIL MEETINGS; PROVIDING A CONFLICTS CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE THEREFOR. *(action item)*

**Motion** made by Council Member Kaufman, seconded by Council Member Kirby, to approve item 4.2. In a voice vote, the motion passed unanimously (3-0).

4.3 A RESOLUTION PERTAINING TO THE SUBJECT OF THE VILLAGE OF THE DECEMBER 2019 LAZY LAKE COUNCIL MEETINGS; PROVIDING FINDINGS; RE-SCHEDULING THE DECEMBER 17, 2019 REGULAR VILLAGE COUNCIL MEETING TO ANOTHER DATE IN DECEMBER 2019 AND AUTHORIZING SUCH RE-SCHEDULED REGULAR MEETING BEING HELD OUTSIDE OF THE VILLAGE’S TERRITORIAL LIMITS; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE THEREFOR. *(action item)*

It was decided the December meeting would be held on December 10, 2019 at 7:30 p.m.

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve item 4.3. In a voice vote, the motion passed unanimously (3-0).

4.4 Request for Approval of the draft *“Candidate Financial Reporting System Agreement for Municipalities”*as submitted by the Broward Supervisor of Elections Office (“Supervisor”); Authorizing the Mayor to make minor changes as may be necessary and then to execute and return same to the Supervisor. *(action item)*

**Motion** made by Council Member J. Boisseau, seconded by Council Member Kaufman, to approve item 4.4. In a voice vote, the motion passed unanimously (3-0).

4.5 Request for Approval of the draft *“Agreement for Municipal Elections”*as submitted by the Broward Supervisor of Elections Office (“Supervisor”); Authorizing the Mayor to make minor changes thereto as may be determined necessary and then execute and return same to the Supervisor. *(action item)*

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve item 4.5. In a voice vote, the motion passed unanimously (3-0).

4.6 Discussion concerning need for appointment of a City Clerk for the purpose of functioning as the Village local qualifying officer and performing other election-related duties in the upcoming March 2020 Municipal General Election.

Details of the responsibilities for a local qualifying officer will be obtained from John Way. This matter will be placed on the December agenda.

4.7 Consideration of Financial Statements for Village Fiscal Year 2018-2019 prepared by consulting CPA Accounting Firm Keefe McCullough for acceptance by the Village.  These Financial Statements are: Budget Reconciliation Report for the 2018-2019 Fiscal Year; Statement of Activities through September 30, 2019 (i.e., Profit & Loss) and Balance Sheet as of September 30, 2019.

Mr. Lunny made the following clarifications stating that minor changes to the statements and clarifying Mr. Benson’s role in preparing the documents: The Village is responsible to prepare its own financial statements, budget, and budget reconciliations. Keefe McCullough is assisting the Village in this regard only and utilizing numbers provided by the Village the proper forms are completed. The statements reflect the facts to the best of their knowledge and belief. There has been no audit level review by the firm.

Mr. Benson noted that although there is no accounting system for the Village, there was no evidence of impropriety. He further believed that no formal audit would be required per statute as the receipts were below $100,000.

Mr. Benson reiterated the necessity of obtaining bank statements from Northern Trust. In order to facilitate receipt of those records as the account is closed, Mr. Lunny proposed the following Resolution.

A RESOLUTION OF THE VILLAGE OF LAZY LAKE PERTAINING TO THE SUBJECT OF PUBLIC FINANCE DIRECTING NORTHERN TRUST BANK A/K/A THE NORTHERN TRUST COMPANY TO RELEASE TO THE PRESENT MAYOR EVAN ANTHONY COPIES OF THE VILLAGE OF LAZY LAKE ACCOUNT STATEMENTS FOR ACCOUNT NUMBERS 1410001725 AND 55517254, PROVIDING FINDINGS, PROVIDING A SAVINGS CLAUSE, AND PROVIDING AN EFFECTIVE DATE THEREFOR.

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve the Resolution. In a voice vote, the motion passed unanimously (3-0).

Ms. Tayar explained that although there are two account numbers on the Northern Trust statement, there was only one account into which funds were being held for the Village; therefore, only one Resolution would be necessary.

It was anticipated by Mr. Benson that the numbers on the documents will change based upon receipt of additional records.

The budget reconciliation report took last year’s receipts and disbursements compared to the budget approved from 24 months ago. The budget can be amended to mirror the actual receipts and disbursements within certain parameters.

Mr. Lunny noted these documents are management tools to keep the Village apprised of their financial status.

4.8. A RESOLUTION OF THE VILLAGE OF LAZY LAKE, BROWARD COUNTY, FLORIDA PERTAINING TO THE SUBJECT OF PUBLIC FINANCE; PROVIDING FINDINGS; AMENDING THE PREVIOUSLY ADOPTED MUNICIPAL BUDGET FOR FISCAL YEAR 2018-2019 TO RECONCILE SAME WITH ACTUAL FISCAL DATA FOR THE PERIOD; PROVIDING DIRECTIONS: PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE THEREFOR. *(action item)*

Mr. Lunny suggested that the Resolution be approved with the understanding that once the reconciliation is done, with the direction given to Mayor Anthony, Mr. Benson, and himself, to then go through and describe the transfers, with Mr. Benson making the determination what portion of the reserve should be described for next year as transfers in and transfers out in the reserves. Once this is completed and signed, Mr. Lunny will ensure proper filing of the documents.

**Motion** made by Council Member Kaufman, seconded by Council Member J. Boisseau, to approve the Resolution, with the directions as given by Mr. Lunny. In a voice vote, the motion passed unanimously (4-0).

4.9 Such other new business as may be taken up at the meeting.

5. Old Business - none

6. Village Attorney comments

Mr. Lunny discussed ethics training requirements as well as issues on the target list he has been compiling to be addressed.

7. Mayor and Council comments

Mayor Anthony announced the move to his new address at 40 Northeast 24th Street, in Lazy Lake.

Council Member J. Boisseau discussed problems with vagrancy and squatters in the neighborhood, further noting the slow response of six hours from the Sheriff’s department after having called dispatch several times. Mayor Anthony suggested, at some point in the future, they consider contracting with Wilton Manors for police services in lieu of BSO.

Council Member Nyhuis stated the Village has been offered koi for the pond, which everyone agreed to accept. He additionally noted that the Village may have the ability to host community events to generate revenue asking that they give this further consideration.

8. Public Comments (comments will be limited to three [3] minutes per person) - none

9. Adjourn

With no further business to discuss, and upon motion duly made and seconded, the meeting concluded at 8:28 p.m.

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Village Administrative Assistant Evan Anthony, Mayor

(\*Meeting audio available upon request made in writing to clerk@lazylake.fl.us)