



THERE WILL BE A REGULAR MEETING OF THE MARINELAND TOWN COMMISSION ON
**THURSDAY, DECEMBER 15, 2022 AT 6:00PM AT THE GTMNERR IN THE MAIN
CONFERENCE ROOM.**

9741 N OCEANSHORE BLVD, ST AUGUSTINE FL 32080

Agenda

1. **Call to order: Pledge of Allegiance**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Mayor**
4. **Recognitions, Proclamations and Presentations**
5. **Community Outreach:** This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.
6. **Consent Agenda**
 - a. Approval of Minutes
 - i. November 17, 2022 Regular Meeting Minutes
 - b. Recurring FPL Bills
 - c. Credit Card Statement and Charges
 - d. Town Staff Invoices
 - i. Fleet Invoice
 - ii. Bayer Invoice
 - iii. Johnson Invoice
 - iv. Flagler County Postage Invoice
 - v. Dixon Invoice
 - vi. Cline Construction Invoice
 - e. League of Mayor Dues Invoice
7. **General Business**
 - a. LDR Update Staff Report
8. **Additional Reports & Comments**
 - a. Town Financial Director Johnson Report/Comments
 - b. Town Manager Dixon Report/Comments
 - i. Special Events
 - c. Town Planner Fleet Report/Comments
 - d. Town Clerk Taylor Report/Comments
 - e. Town Marina Manager Kelley Report/Comments
 - f. Town Attorney Bayer Report/Comments



9. Public Comment: This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.

- 10. Commissioners Reports & Comments**
- 11. Next Regular Town Meeting - January 19, 2022, 6:00pm**
- 12. Quarterly CRA Meeting - January 19, 2023, 5:30pm**
- 13. Adjournment**

Adjournment

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he 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.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact the (386) 232 - 8060 at least 48 hours prior to the meeting.



Town of Marineland Regular Meeting Minutes

November 17, 2022

Mayor Angela TenBroeck
Commissioner Gary Inks
Commissioner James Townsend
Dennis Bayer, Town Attorney
Suzanne Dixon, Town Manager
Janis Fleet, Town Planner
Greg Johnson, Town Financial Director
Lexy Taylor, Town Clerk
Chris Kelley, Marineland Marina Manager
Teri Webley, Marineland Marina Office Manager
Members of the Public

1. The meeting was called to order by Mayor TenBroeck at 6:02 PM.
 - Pledge of Allegiance
2. Additions, Deletions, or Modifications to the Agenda
 - Clerk Taylor informed the Commission of Sunbelt invoice credits.
3. Announcements by the Mayor: None
4. Recognitions, Proclamations, or Presentations: None
5. Community Outreach
 - None
6. Consent Agenda
 - The motion to approve the consent agenda was made by Commissioner Inks/ 2nd Commissioner Townsend.
7. General Business:
 - A. UF Project Update
 - i. Planner Fleet discussed the proposed University of Florida construction site plan with the Commission.
8. Additional Reports and Comments:
 - A. Financial Director Johnson Reports/Comments
 - i. Financial Director Johnson discussed the financials with the Commission.
 - B. Town Manager Dixon Reports/Comments
 - i. Manager Dixon informed the Commission of 2 special event applications for weddings.
 - C. Town Planner Fleet Reports/Comments
 - i. Planner Fleet informed the Commission of upcoming grant opportunities.
 - D. Town Clerk Taylor Reports/Comments
 - i. Clerk Taylor informed the Commission that the FEMA initial application has been submitted.
 - E. Town Marina Manager Kelley Reports/Comments
 - i. No comment.
 - F. Town Attorney Bayer Reports/Comments
 - i. Attorney Bayer informed the Commission on the next steps for land annexation, River To Sea Preserve management, and other ongoing land management issues.



9. Public Comment

- i. None.

10. Commissioner Reports/Comments

- i. Commissioner Inks: Commissioner Inks requested clarity from Marineland Leisure about their organization structure and stated concern of USDA reports.
- ii. Commissioner Townsend: Commissioner Townsend discussed researching sidewalk painting project. The Commission discussed brand imaging to fit the Town, and developing an RFP for the project.

The next Town Meeting will be December 15, 2022 at 6:00pm.

The next quarterly CRA meeting will be January 19, 2023 at 5:30pm.

The motion to dismiss was made by Commissioner Inks/ 2nd Commissioner Townsend. The motion carried with no objections.

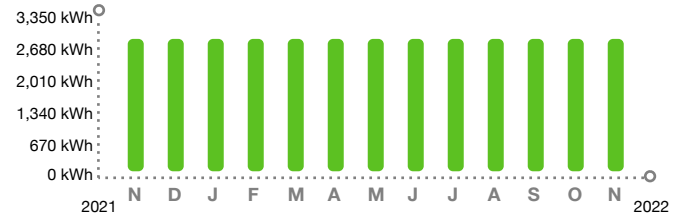
The meeting was adjourned at 7:26pm.
Respectfully submitted by Lexy Taylor, Town Clerk.

**Electric Bill Statement****For:** Oct 28, 2022 to Nov 29, 2022 (32 days)**Statement Date:** Nov 29, 2022**Account Number:** 19454-02459**Service Address:**9507 OCEANSHORE BLVD # SL
SAINT AUGUSTINE, FL 32084**TOWN OF MARINELAND,**
Here's what you owe for this billing period.**CURRENT BILL****\$41.09**

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	1,504.14
Payments received	-2,256.21
Balance before new charges	-752.07
Total new charges	793.16
Total amount you owe	\$41.09

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after February 17, 2023 is considered LATE; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.

Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27 75207 1320194540245919014000000

The amount enclosed includes
the following donation:**FPL Care To Share:** _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

19454-02459

ACCOUNT NUMBER

\$41.09

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

\$

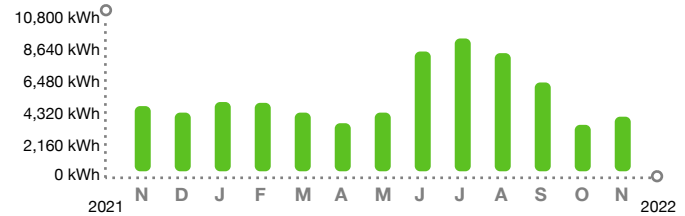
AMOUNT ENCLOSED

**Electric Bill Statement****For:** Oct 28, 2022 to Nov 29, 2022 (32 days)**Statement Date:** Nov 29, 2022**Account Number:** 69626-26138**Service Address:**101 TOLSTOY LN # MRNLD DOCK
SAINT AUGUSTINE, FL 32080**TOWN OF MARINELAND,**
Here's what you owe for this billing period.**CURRENT BILL****\$558.08**

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	1,302.30
Payments received	-1,302.30
Balance before new charges	0.00
Total new charges	558.08
Total amount you owe	\$558.08

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after February 17, 2023 is considered LATE; a late payment charge of 1% will apply.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

1320696262613888085500000

TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

69626-26138

ACCOUNT NUMBER

\$558.08

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED

**Electric Bill Statement****For:** Oct 28, 2022 to Nov 29, 2022 (32 days)**Statement Date:** Nov 29, 2022**Account Number:** 41225-56527**Service Address:**

101 TOLSTOY LN

SAINT AUGUSTINE, FL 32080

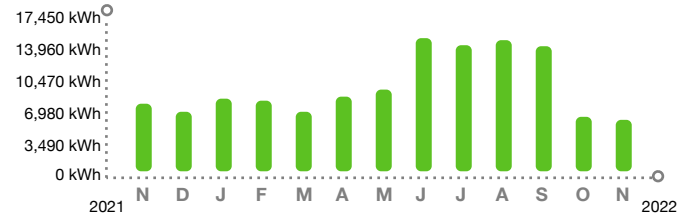
TOWN OF MARINELAND,
Here's what you owe for this billing period.

CURRENT BILL**\$743.85**

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	2,371.83
Payments received	-2,371.83
Balance before new charges	0.00
Total new charges	743.85
Total amount you owe	\$743.85

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after February 17, 2023 is considered LATE; a late payment charge of 1% will apply.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

1320412255652705834700000

TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/paybill)
for ways to pay.

41225-56527

ACCOUNT NUMBER

\$743.85

TOTAL AMOUNT YOU OWE

Dec 20, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



FLEET & ASSOCIATES
ARCHITECTS/PLANNERS, INC.

11557 Hidden Harbor Way Jacksonville FL 32223
(904) 666-7038 AA C001226

Mayor Angela TenBroeck
Town of Marineland
176 Marina Drive
Marineland, FL 32080

Re: Town Planner Consultant Services

INVOICE

PROJECT NO. 22250

INVOICE NO. 2537
DATE: December 7, 2022

Professional Services for November 10, 2022 through December 6, 2022

Commission Meeting – November 17	1.5 hrs. x \$125	\$ 187.50
Prepare Final Version of Adopted Comprehensive Plan	10.0 hrs. x \$125	\$ 1,250.00
Review and Prepare LDR and Comprehensive Plan Maps	1.0 hrs. x \$125	\$ 125.00
Review and Prepare Report for Whitney Lab Expansion	4.0 hrs. x \$125	\$ 500.00
FDOT Data Report	1.5 hrs. x \$125	\$ 187.50

Total Due

\$ 2,250.00

DENNIS K. BAYER, ESQ.
109 South 6th Street
Flagler Beach, FL 32136

(386) 439-2332

Date: 12/05/2022

Angela TenBroeck
Town of Marineland

,

Town of Marineland

Invoice No: 42550

Services Rendered

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
10/17/2022	DKB	Review Hammock overlay issue	0.30	\$300.00	\$90.00
10/18/2022	DKB	Review Hammock overlay issue; conference with J. Lambert; emails with J. Fleet	0.40	\$300.00	\$120.00
11/01/2022	DKB	Work on Marina deal	0.40	\$300.00	\$120.00
11/02/2022	DKB	Meet with County staff on annexation and management issues re: River to Sea Park	1.00	\$300.00	\$300.00
11/03/2022	DKB	Services rendered for October, 2022	0.00	\$1,100.00	\$1,100.00
11/09/2022	DKB	Draft emergency Resolution; conference with Mayor and County staff on River to Sea issues	1.00	\$300.00	\$300.00
11/16/2022	DKB	Conference with John Wallace; follow up on Marina and cell tower	0.70	\$300.00	\$210.00
11/29/2022	DKB	Prepare for mortgage on Marina	0.60	\$300.00	\$180.00
12/02/2022	DKB	Services rendered for November, 2022	0.00	\$1,100.00	\$1,100.00
				Total Fees	\$3,520.00
Total New Charges					\$3,520.00

Previous Balance \$0.00

Balance Due \$3,520.00

Payment is due upon receipt of invoice. A 3% processing fee
will be applied to all credit card payments. Thank you.

DENNIS K. BAYER, ESQ.
109 South 6th Street
Flagler Beach, FL 32136

(386) 439-2332

Date: 12/05/2022

Angela TenBroeck
Town of Marineland
,

Marineland - CRA

Invoice No: 42548

Services Rendered

Date	Staff	Description	Hours	Rate	Charges
10/19/2022	DKB	Attend CRA meeting	0.50	\$300.00	\$150.00
Total Fees					\$150.00
Total New Charges					\$150.00
Previous Balance					\$0.00
Balance Due					\$150.00

Payment is due upon receipt of invoice. A 3% processing fee will be applied to all credit card payments. Thank you.

Greg Johnson, CPA

6436 Madison St

St Augustine, FL

Bill To: Town of Marineland

Phone:

Invoice #: 22004

Address: 176 Marina Dr

Fax:

Invoice Date: 12/12/2022

Marineland, FL 32080

Email:

Invoice
For: Nov/Dec

Item #	Description	Hours	Unit Price	Additional	Price
1	Update QuickBooks & Set up auto pay on Town Credit Card	0.50	\$ 100.00	\$ -	\$ 50.00
					\$ -
					\$ -
					\$ -
Please make check payable to Greg Johnson, CPA.				TOTAL	\$ 50.00



Florida League of Mayors
PO Box 1757
Tallahassee, FL 32302
[Email](#) | [Website](#) | [Facebook](#) | [Twitter](#)

FLM MEMBERSHIP DUES INVOICE

This billing is for Florida League of Mayors only. You will receive a separate billing for the Florida League of Cities. Please do not combine payments for these invoices as they are separate entities.

Thank you for your membership. We appreciate your continued support of FLM.

Note from President Wayne M. Messam, City of Miramar:

Thank you for being a member of the Florida League of Mayors. I hope you will take a moment right now to renew your membership dues. We need you! It is very important that we, as Florida's Mayors, raise our collective voices to be heard in Tallahassee demanding local control of the things our constituents desire from their municipalities.

I hope you will join us November 30, 2022, in Kissimmee for the FLM Forum: Social Media Do's and Don'ts for Mayors. The Forum is open to all Florida Mayors and Vice Mayors/Deputy Mayors. The Forum will be followed by a Reception and a Board of Directors Dinner (for Board Members only).

If you have any questions about the Florida League of Mayors, please [contact us](#) or visit the [FLM website](#).

Thank you in advance for renewing your FLM membership dues. Together, we are stronger. I look forward to continuing to work with all of Florida's Mayors to continue the proud history of this association, our municipalities, and our state. Please let us know what we can do to better serve you and thank you for helping encourage fellow Mayors who are not yet members to bring their talents to our group. Thank you.

ID# 332

Invoice Date: October 25, 2022

Terms: 2nd Notice

Bill To:

Town of Marineland
angela@townofmarineland.org
angela@townofmarineland.org

If you've received this message but are not the intended recipient, please let us know. Contact [Rachel Embleton](#).

Description

Amount

FLM Membership Dues (October 1, 2022 - September 30, 2023)

350.00

Total Amount Due:

350.00

Pay Now

Florida League of Mayors | 301 S. Bronough Street, Suite 300, Tallahassee, FL 32301

MEMBERSHIP WITH THIS ASSOCIATION IS NON-TRANSFERABLE. Payments to the Florida League of Mayors, Inc. are not deductible as charitable contributions for Federal Income Tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code. To pay by physical check, please return a copy of this form with your check payment. Mail: PO Box 1757, Tallahassee, FL 32302-1757.



S.E. Cline Construction, Inc

P.O.Box 354425

Palm Coast, FL 32135

Phone (386) 446-6444

Fax (386) 446-6481

INVOICE

BILL TO

Town of Marineland
101 Tolstoy Lane

St. Augustine FL 32082

DATE 9/30/2022

INVOICE NO. 9895

JOB NO. 1102

TERMS UPON RECEIPT

DUE DATE 9/30/2022

P.O. NO.

PHONE NO. (904) 814-9886

Date	Description	Qty/Hrs	U/M	Rate	Extended Price
9/30/2022	Marineland Marina - Gangway Repairs				
	Foreman w/ 1 Ton Truck	3.00	HR	92.50	277.50
	Semi-skilled Labor	2.50	HR	47.00	117.50

A late fee of 1 1/2% will be charged to accounts 30 days past due.
Credit cards accepted for an additional convenience fee of 3.5%
Thank You for Your Business

AMOUNT	\$	395.00
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	395.00

SUZANNE JOHNSTON

FLAGLER COUNTY TAX COLLECTOR

P O BOX 846

BUNNELL, FLORIDA 32110

July 12, 2022

Town of Marineland

Mayor

9507 N. Oceanshore Blvd

St. Augustine, FL 32080

POSTAGE DUE FOR 2021 TAX BILLS

MAILED IN OCTOBER, 2021

\$ 14.25

mailed 7-13-22

Suzanne Dixon

5455 Windantide Rd
St. Augustine FL 32080

WEDDING PERMIT
INVOICE

INVOICE #	DATE
1	12/12/2022

BILL TO
Town of Marineland
176 Marina Dr
Marineland, FL 32080

TERMS
Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Simple Wedding 1-25 People (Udumula – Norton)	1	\$ 25.00	\$ 25.00
26-99 Person Wedding (Hill – Martin)	1	\$ 25.00	\$ 25.00
100-999 Person Wedding (List Wedding Name Here)		\$ 50.00	\$ -
1000+ Person Wedding (List Wedding Name Here)		\$ 100.00	\$ -
		\$ -	\$ -
<i>Thank you for your business!</i>	TOTAL	\$	50.00

If you have any questions about this invoice, please contact
Suzanne Dixon, 904-471-1870, Suzanne@TownOfMarineland.org



176 Marina Drive
Marineland, FL 32080

Phone: (386) 232-8060
Townofmarineland.org

TO: Town Commission
FROM: Janis K. Fleet, AICP
DATE: December 5, 2022
SUBJECT: Land Development Code Update

Florida Statutes requires that one year after adoption of the updated Comprehensive Plan, the Land Development Code must be updated to be consistent with and implement the updated Comprehensive Plan.

Below is the Table of Contents for the Land Development Code and my recommendation of what the Commission should review. I would like to have a workshop in January or February to go over my recommendations with the Commission and then prepare a draft of proposed revisions.

Chapter 1 – General -

- Minor updates required

Chapter 2 -Land Use District

- Review overlay districts
- Review permitted uses in the Land Use Districts

Chapter 3 – Site Design Standards

- Review Site Design Standards
- Update to comply with 2017 Flood Ordinance

Chapter 4 – Architectural and Design Guidelines

- Review, update, and determine if applicable

Chapter 5 – Standards for Accessory and Temporary Uses

- Review, update and determine if applicable

Chapter 6 – Signs

- Review and update
- Amend administration and enforcement

Chapter 7

- Renumber instead of leaving Chapter blank

Chapter 8 – Boards and Agencies

- Revise to reflect current Boards

Chapter 9 – Variation from ULDC Requirements

- Review and update to reflect administrative and enforcement staff

Chapter 10 – Administrative Procedures

- Review and update to reflect administrative staff
- Update procedures to reflect Town's committees
- Update based Interlocal Agreement with County

MARINELAND UNIFIED LAND DEVELOPMENT CODE MASTER TABLE OF CONTENTS

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Marineland Wedding Request

December 2022

Zach Sun & Sea Beach Weddings

35 Durbin Station Ct Unit 101 St. Johns FL 32259 904-201-9193

zach@sunandseabeachweddings.com

No wedding applications as of December 12, 2022

Special Events

December 2022

River to Sea 12/6 Hour Trail Race August 5, 2023 7AM-7PM

A trail running race now in it's 8 year. Runners run for 6 and 12 hours on River to Sea Preserve Trail assisted by 15 year experienced RD Dawn Lisenby and her volunteers.

River to Sea West side/parking /trails

East Coast Trail Racing 2004 S. Central Ave. Flagler Beach 32136

Dawn Forman-Lisenby dawn@runnaturalcoach.com 386.986.8572 *on site race director*

site plan attached safety plan attached

Timing, portable generator/3 10'X10' tents/limited caution signs/ FCSO deputy/RN/

1 ADA portolet with handwashing station/Knight Jon Boy 386-252-0335

Flagler County Assigned Traffic Officer, Tina Wolfe 740-703-5599

Aid station for runners will have water purchased via Publix

Only on day of event will there be small signs directing runners to trail and parking.

no vendors/alcohol/ normal parking

Total **\$250 not pd**

Past years:

8/2022-River to Sea Preserve 8/2021-River to Sea Preserve, 8/2020-Malacompra Greenway, 8/2019-Gamble Rogers 8/2018-Gamble Rogers 8/2017-River to Sea Preserve 8/2016-River to Sea Preserve

Open to the public/ charges 6 hr -\$90, 12 hr-\$120

Town of Marineland

Financial Narrative

As of 11/30/22

This month the Town received the first property tax collections (\$67,360 & \$12,720) of the new fiscal year. The Town financials are as expected to this point in the year.

This month the Marina paid for repairs due to the storms and those amounts are expected to be reimbursed through FEMA. The Marina financials are as expected to this point in the fiscal year.

I received a letter stating the Town has met all the TRIM requirements so no further action will be needed on TRIM until next year.

Greg Johnson CPA, MBA

Finance Director



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

December 2, 2022

Craig Lenniger, Mayor
Town of Marineland
176 Marina Dr
St. Augustine, Florida 32080

RE: Truth in Millage (TRIM) Certification

Dear Mr. Lenniger:

The Department of Revenue has reviewed the millage certification documents that your taxing authority submitted. The Department has found no violation of the certification requirements in subsections 200.065(1)-(4), (6)-(12), (14), and (15), Florida Statutes, and therefore accepts the certification as meeting the stated requirements.

The Department has also reviewed the maximum millage levy calculation final disclosure documents your taxing authority submitted. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on these documents, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of section 200.065(5), Florida Statutes.

Sincerely,

Rene Lewis, Program Director
Property Tax Oversight

BS/#28.08