

TOWN OF WELAKA
CODE ENFORCEMENT BOARD MEETING
July 25, 2023 @ 6:00 P.M.
Honorable Willie Washington, Jr. Council Room
400 4th Avenue, Welaka FL 32193

MINUTES

1. **CALLED TO ORDER** by Chairman John Harris at 6:00 PM.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALLED** by Assistant Town Clerk, Ellen Dickason, in Town Clerk, Meghan Allmon's absence: Chairman John Harris - present; Robert Turnbull - absent; Raymond Roerick - present; William Miller - present, Code Enforcement Officer Pauline Kinney - present, Chief of Police Michael Porath - present, and Town Attorney Patrick Kennedy - present.
4. **APPROVAL OF PREVIOUS MINUTES:**
 1. **June 27, 2023, Code Enforcement Board Meeting Minutes.**
Motion made by Roerick to accept the 6/27/23 Meeting Minutes and Seconded by Miller. Passed 3/0.
5. **OLD BUSINESS:** None.
6. **NEW BUSINESS:**
 1. **Resignation of Code Board Member, Gary Sands, Jr. letter** – Harris asked if all members received a copy of resignation letter of Gary Sands, Jr. Everyone agreed they had. No discussion.
 2. **Case # CV23-0011 – Charles A. Flynn, 517 7th Avenue, Welaka, FL 32193**
Kinney - posted order to the door, the old posting is still on the door as of 6/28/23 at 11:00 AM.
Harris - do we need a pic of the post?
Kennedy - said that is not needed
Kinney - tried to locate, utilities up to date, taxes up to date. The resident is sending checks from the address that Finding of Facts letters are being sent to. All letters are returned. Kinney has done her due diligence. Property in same shape as it was. Nothing done. Finding of Facts still the same, property still unkempt. A new Finding of Facts doc is needed after tonight's meeting verdict. The hearing date needs to be changed.
Miller - asked if the city can clean it up or let it go?
Kennedy - stated a recommendation to abate can be given and the Town Council will review/approve.
Roerick - recommended mowing the grass at least and place a lien on property for cost.
Harris - let it be up to the Town Council to decide who will do the work.
Kennedy - stated that the roof is caving in.
Roerick - Town will do it because no lawn care firm wants to sit on it and wait to get paid.
Kennedy/Miller – Town will sit on it and wait for payment.
Kennedy - decide if there is a finding of violations.

Harris - order needs to have the date changed to 7/25/23.

Kinney - asked if we give the same courtesy of 30 days?

Harris – Yes.

Discussion between Kinney and Kennedy regarding dates on order.

Roerick - whatever we do we are setting precedent.

Kennedy - minimum fine should be assessed, regardless if work is completed within 30 days.

Kinney - Administrative fee?

Kennedy – Yes.

Harris - Respondent shall have until 8/24/23 for total compliance.

Kennedy - I think we adopted a fee in our fee schedule. Minimum fees and charges for code enforcement are in the Town's most current fee schedule. The respondent shall pay these minimum fees. Currently, minimum \$50 for processing, \$25 per inspection, if more than 5 inspections it's \$35 per inspection, hearing preparation is \$20 per hour, recording fee is \$10 for first page and \$8.50 for each additional page. Make the wording as part of the Order letter. Additionally, for abatement, \$200 for lot clearing, plus the cost of equipment and the cost of wages. But don't plan on expecting collecting. A code lien can be recorded after the meeting but before 30 days is up.

Roerick - once we file a lien, all fees are attached to that lien, correct?

Kennedy - Correct. If they don't come into compliance, the \$50 per day starts accruing.

Suggests that the Order be amended to reflect today's date, 7/25/23, and 30 days for the fines to start running. Respondents should pay code enforcement fees as outlined in the most current fee schedule.

Miller made a motion per the Town Attorney recommendations and Roerick seconded. Passed 3/0.

Kennedy - just recommends dates on the findings to be amended.

Kinney - has a couple cases that she is working on. One owner is working on making corrections.

Miller - does someone need to be at a council meeting to represent the Code Board?

Kennedy - a motion should be made for recommendation.

Chief - said he attends all Town Council meetings. You need to make a formal recommendation to the council now.

Harris made a motion for the Town Council to approve mowing for this property, second by Miller. Passed 3/0.

7. **REQUEST TO SPEAK:** None.
8. **PUBLIC COMMENT:** None.
9. **ADJOURNED:** 6:21 PM - 517 Roerick moved to adjourn the meeting, second by Miller.