



ORLANDIA HEIGHTS NEIGHBORHOOD IMPROVEMENT DISTRICT BOARD OF DIRECTORS MEETING

July 20 2023 at 6:30 PM

City Council Chambers, 16 Colomba Rd.

DeBary, Florida 32713

AGENDA

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES: May 18, 2023 & June 15, 2023

OLD BUSINESS:

- A. Financial Update
- B. Approval of Invoices
- C. Road Update

Members of the Board should disclose for the record the substance of any ex parte communication that has occurred before or during the public hearings for the following items:

NEW BUSINESS

DATE OF UPCOMING MEETING / WORKSHOP

September 21, 2023 6:30 pm

PUBLIC PARTICIPATION

ADJOURN

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and 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 (FS 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working days in advance of the meeting date and time at (386) 668-2040.



CITY OF DEBARY
ORLANDIA HEIGHTS NEIGHBORHOOD IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MINUTES
May 18, 2023

Call to Order: Chair Chris Bowman called the meeting to order at 6:32 p.m.

Roll Call/ Members Present: Chris Bowman, Nancy McLane, and Dawn Cardamone

Approval of Minutes: March 23, 2023

Motion to approve by N. McLane, 2nd by D. Cardamone / Approved 3/0

Old Business

Financial Updates:

Bank Balance as of: May 18, 2023 = \$42,371.96

Invoices Received:

\$2,057.61	Invoice #678356 Bartel Tractor (April 2023)
\$1,916.66	Invoice #678357 Bartel Tractor (May 2023)

Motion to approve/pay by C. Bowman, 2nd by Nancy M., Approved 3/0 vote

Checks written and distributed:

Check #1418	Bartel Tractor \$3,833.32
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Road Update:

- Bartel Tractor - Please see attached Summary.
- Received a request from Amanda Dingley, Owner of Smyrna Dr., regarding the need for a street sign on Smyrna Dr and Tanglewood Road as too many delivery packages are being misdelivered due to GPS issues Drivers have.
 - Request/information provided to Bartel Tractor for action.
 - New signage installed – Item completed

New Business:

- FMIT Annual Renewal Process Completed and Submitted. Estimated \$6K
 - Payment will be made at September's meeting to comply with the Oct. submission deadline date.

Public Participation:

- Mr. John Haranzo 56 Tanglewood
 - Mr. Haranzo 1st wanted to thank the Board for their hard work and efforts in our Community. Secondly, he came to share is concern for our community regarding the upcoming road closure on Highbanks beginning on June 5th. Mr. Haranzo provided the

Board with statistics and facts from FL DOT on the volume of traffic on Highbanks and with the detours, could potentially put our OH roads at risk. According to Mr. Haranzo, in 2022 an average of over 4,100 cars per day travel on Highbanks. His concerns: Effects of the residents, wear and tear of our streets, and no sidewalks providing a public safety issue all raise valid concerns. The Board questioned if the city had completed Impact Studies for the construction project. The Board shares the same concerns as Mr. Haranzo; however, there may not be enough time to act prior to the start of the project. Actions discussed included: 1) Requesting the city pay for any road damage during the project due to the increased traffic on Sackett, Gracie, and Lake. 2) Research Barricade companies to add temporary barricades on Sackett and Gracie) to help minimize traffic coming through.

Good of the Order:

- Next meeting is scheduled for July 20, 2023, 6:30 pm

Adjournment:

- C. Bowmen motioned to adjourn the meeting; vote to adjourn was 3/0. Meeting adjourned @ approximately 6:51pm

Below is the summary of the written report submitted by Bartel Tractor for April & May 2023

Date	Hours	Description of Services Provided
3/27	2	Remove and Replace stop road signs run over and broken on Wilson/Sanford. Replace broken hardware
3/30	1	New signed ordered for Smyrna/Tanglewood
4/6	2	Install new road signs for Smyrna/Tanglewood (\$102.63) signs and hardware
4/25	1.5	Road Survey
4/30	2.5	Road Survey 2 20lb Blacktop repair for potholes on Sackett (\$38.32)
5/3	1.5	Remove fallen tree blocking right of way on Briarwood
5/10	2.5	Road Survey Remove trash Seminole, Wildwood, Juniper
5/17	1.5	Remove, straighten and replace stop sign and post run over by tree truck and trailer



CITY OF DEBARY
ORLANDIA HEIGHTS NEIGHBORHOOD IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MINUTES
June 15, 2023

Call to Order: Chair Chris Bowman called the meeting to order at 6:30 p.m.

Roll Call:

Members Present: Chris Bowman, Nancy McLane, and Dawn Cardamone

Approval of Minutes: Deferred action until the next scheduled meeting

Old Business

Financial Updates: FY 23-24 Assessment and Budget reviewed and approved by the Board
D.Cardamone motioned to approve Budget; C. Bowman 2nd; the vote to approve was 3/0

Road Update:

- Deferred action until the next scheduled meeting

New Business:

- Deferred action until the next scheduled meeting

Public Participation:

- None

Good of the Order:

- Next meeting is scheduled for July 20, 2023, 6:30 pm

Adjournment:

- D Cardamone motioned to adjourn the meeting, C Bowman 2nd; the vote to adjourn was 3/0.
Meeting adjourned @ approximately 6:52pm

OHINID Budget Estimate Worksheet		FY 23-24	Description of items
OPERATING BUDGET			
Fixed Costs	Professional Services	\$ 2,500.00	Lawyers, Engineers, Property Appraiser fees
	Accounting and Auditing	\$ 500.00	Accounting SW & other Accounting costs
	Travel & Per Diem	\$ 100.00	
	Postage	\$ 250.00	
	Insurance	\$ 4,500.00	FMIT Insurance
	Repair & Maintenance	\$ 500.00	Roadway, outside of contract scope
	Printing	\$ 250.00	Printing services
	Other Current Charges	\$ 250.00	Road Signage
	Office Supplies	\$ 200.00	Paper, pens, copier
	Operating Supplies	\$ 200.00	Other non-office supplies
	Contingency	\$ 10,000.00	Emergency-Unforeseen
	Debt Service	\$ -	Debt Service
	TOTAL FIXED COSTS	\$ 19,250.00	
Contracted Services	Tractor Service	\$ 23,000.00	Labor
	Base material	\$ 5,000.00	Material
	TOTAL CONTRACTOR SERVICES	\$ 28,000.00	
	TOTAL COMMITTED FEES (Fixed Costs + Contracted Services)	\$ 47,250.00	
	# of properties	395	
Revenue Summary	Fee per property	\$ 300.00	
	Total income	\$ 118,500.00	
	5% Discount for early payment	\$ 5,925.00	
	AAUAL BUDGET	\$ 125,120.00	
	Available budget for major projects	\$ 65,325.00	
	Contingency	\$ 10,000.00	
	TOTAL MAJOR PROJECTS BUDGET + CONTINGENCY	\$ 75,325.00	
	Planned, or actual carryover from prev. FY	\$ -	
	Total Feeds available to commit for Capitol Improvements	\$ 75,325.00	