
Minutes

Town Commission

Regularly Scheduled Meeting

Tuesday • 10 December 2013 • 7:30 pm

1. **Call to Order: 7:30 pm**

2. **Invocation & Pledge of Allegiance to Flag:**

3. **Roll Call:**

Commissioners Attending:

- | | |
|-------------------------------------|--------------------|
| • Joseph Aufmuth | Present |
| • Michael Berkowitz | Absent with notice |
| • Virginia Mance, Mayor Pro-Tem | Present |
| • Richard Shutterly, Mayor | Present |
| • Jason “Tug” Huddleston | Present |
| | |
| • Debbie Gonano, Town Administrator | Present |
| • Stephen Lee, Town Attorney | Present |
| • Patty Polk, Deputy Town Clerk | Present |

4. **Consent Agenda Approval:**

A. December 10, 2013 Agenda Approval

B. November 12, 2013 Regular Meeting Minutes

C. Review & Acceptance of Financial Transactions & Reports

Discussion ensued. Attorney Lee stated that the Florida Legislature recently adopted a statute stating that citizens should be allowed to comment before any official actions are to be taken. Our commission is very conscientious about asking for citizens’ comments before passing motions.

Motion made and seconded (Aufmuth/Mance) to approve the consent agenda; the only change being an amendment to the current meeting agenda which moves Agenda Item 6. Citizens Forum ahead of Agenda Item 5. Guests; passed 4-0

5. **Citizen’s Forum:**

- A. Raul Gonzalez**, Micanopy Area Cooperative School (MACS) would like to tip his hat to the key players who made Light Up Micanopy a huge success. Thank you on behalf of the 5th grade and the PTO, we had a large crowd for the event.
- B. Brenda Maynard**, Director of MACS, would like to express her appreciation and thanks to the commission for their support. Additionally, she wanted to recognize Raul Gonzalez who was almost a one man show and very instrumental in getting the event up and going. We look forward to the celebration growing each and every year and becoming a great community event.
- C. Pastor Christopher Stokes**, New Beginning Christian Worship Center, which is located in the old Ward Chapel building providing ministry and services. Recently hosted 135 Thanksgiving dinners and providing help where help is needed. The Church has recently adopted the Micanopy Middle School providing supplies for the students and much more. Pastor Stokes announced that the Church wanted to be good partners and to let you know we are here with assistance. We will start attending the meetings and wherever we can help, we want to be a part. Commission welcomes Pastor Stokes and the New Beginning Christian Worship Center.

6. **Guests:** None

7. **Citizens Board and Committee Reports:**

- A. Planning & Historic Preservation Board**, Fro Warren gave report. Not much to report as we only had three members present. We will have more next month and in February.

8. Town Attorney Report:

- A. Proposed Alachua County Human Rights Ordinance.** – Attorney Lee discussed the Human Rights Ordinance which he had written in response to the Alachua County ordinance, related and how he created this ordinance dealing with the conflict and process of the ordinance instead of the substance. Mayor read it, stating it does not change the regulation. It is just an enforcement thing and as far as this is going at our last Alachua County League of Cities meeting. Mayor Shutterly recommends all the commissioners in Alachua County call each County Commissioner encouraging them to add an opt-out option for municipalities. Commission agrees and will hold off on any action at this time.

Mayor Shutterly discussed how other municipalities have their attorneys handle reading ordinances and resolutions and wonders what the commission thinks of possibly changing this procedure. Commissioners consent to stay with our current procedure having the Chair read ordinances and resolutions.

9. Town Administrator Report:

A. Facility Upgrades:

1. **Native American Heritage Preserve barn and pavilion re-roofing.** Discussion ensued. Metal or shingles? 30-year architectural shingles would be better. Metal may not do well with all the trees around the buildings.

Motion made and seconded (Mance/Aufmuth) to accept Holt Professional Inc. estimate using the upgrade to 30-year architectural shingles; passed 4-0

2. **Pre-fab metal maintenance/garage building.** Discussion ensued. The four steps to the project involve shed demolition, existing slab demolition and installation of a new slab, purchase of building, and building erection. We can place the building north/south instead of the current east/west placement direction which will make it easier to get trucks and equipment in and out of the building. Mayor Pro-Tem Mance likes the suggested north/south positioning of the building, which will save cutting some oak trees. Commission directed Ms. Gonano to go forward with estimates from three companies and get some solid numbers.

3. **Gutter and down spout installation on Town Hall.** Discussion ensued. We have received two quotes for a down spout on the library side of the building. The quotes are for \$250 (Rain-flow) and \$300 (Gale). The commission instructed Ms. Gonano to have the library down spout installed. Commissioner Huddleston suggested installing gutters around the whole building and would like to obtain some quotes for this. We will vote on the new quotes at the next meeting.

4. **Library Entrance funnel down spout from flat roof.** – Discussed above.

5. **Fire station expansion.** – Discussion ensued. Conceptual Design is included in your packets.

- B. Derelict housing status.** - We posted two notices covering three derelict houses. One is owned by a mortgage company and the Town is anticipating a good response from them, and the other one was sent both by certified mail and hand delivered by a process server. The Town gave the owners 90 days (until March 5, 2014) to address the violations. It has been discussed that the Town may need to bulldoze buildings for uncooperative owners. Attorney Lee states that there are no further notifications necessary unless the property owners request an appeal.

- C. Phone service contract.** – We will be saving on our phone bill as we have deleted four telephone lines which were not being used. We also have signed a new serviced contract, and we will see some significant future savings.

- D. Drainage ditch maintenance.** – **David Holton presented.** Culverts need to be repaired/replaced, ditches need to be dug out, and some of the drainage ditches are on private property. How do we handle this? A letter should be sent to the residents involved informing them of what the project involves and that there will be no cost to the property owners. We would like to rent a mini excavator, which would be more efficient to do this job. Discussion ensued. The money to fund this project is from the street fund. Commissioner Huddleston suggested checking to see if Alachua County Public Works and/or the Department of Environmental Protection (DEP) have any jurisdiction here. Beth Allerton suggests putting this information on the web site to keep everyone informed.

Motion made and seconded (Aufmuth/Mance) to approve up to \$6,000 to do the re-ditching project from Early Ave to NE Cholokka Blvd; and from N Division St to US 441; passed 4-0

- E. Photographer.** – A local photographer would like to donate a tree to the Town in memory of a young man who was killed in an accident along with a commemorative plaque. What is the procedure in this case? Commissioner Aufmuth suggests asking the Tree Committees' advice regarding this.

10. New Business.

A. Fire Department:

1. Consideration of thermal imaging camera purchase. – Chief Modican presented and explained the important uses for the thermal imaging camera. The camera can be used from the outside of a building to check to see if anyone is inside and for possible (fire) hot spots inside the walls. Currently without the camera, the procedure for checking for hot spots involves calling Alachua County (and being charged). Mayor Shutterly inquired if we have applied for grants to purchase this equipment. Chief responded that we have and that grant funding attempts have not been successful.

Motion made and seconded (Aufuth/Mance) for Chief Modican to work with the Town Administrator to purchase a thermal imaging camera not to exceed \$3,995 plus shipping; passed 4-0

Mayor Shutterly asked Chief Modican about a bill we had received from the County regarding charges for calls into our town limits. Some were cancelled in route and Chief is working with the county to resolve some of these.

2. Removal of hazardous oak tree in center of library parking lot. – Chief Modican presented. Discussion ensued. This tree is in the way and it takes quite a bit to get around it, and we have damaged our truck lights going through there.

Motion made and seconded (Aufmuth/Mance) to approve removing the tree; passed 4-0

Discussion ensued. Jason Perry gave us an estimate of removing the tree for \$1,200 and not sure if the stump removal is included. David Holton from the Town's maintenance staff will take out the tree after the first of the year.

- B. **Consideration of Employee Retirement Account.** – Commissioner Mance was approached about retirement for our employees at the Florida League of Cities conference, and she feels our employees should have the opportunity for a retirement plan. Debbie Gonano explained the two different plans which are offered by the Florida Municipal Pension Trust Fund (FMPTF): 1) 401(a) plan where the employer makes the contributions for full-time employees only, and which is enacted by a resolution or ordinance from the Town Commission. The fees are paid by the participant (employees) and the commission can change the percentage of contribution at any time by resolution or ordinance. 2) 457(b) deferred compensation plan is also enacted by resolution or ordinance and is a voluntary contribution plan for full-time employees. Fees to employees are \$16 annually and minimal transaction fees. FMPTF also has a good oversight committee. When questioned by Mayor Shutterly, Ms. Gonano discussed differences between the 457(b) and a Roth IRA. The employees can voluntarily contribute to the 457(b) until the town decides if it wants to enact a 401(a) plan at a later date. Mayor would like to review this info, determine employee interest, and discuss at another meeting. Commissioner Mance would like to have a representative of FMPTF come to a future meeting. Commissioner Aufmuth suggests having our attorney look at the best way to word a resolution or ordinance. Town Administrator will get a sample resolution from the Florida League of Cities.

11. Unfinished Business.

- A. **Beth Allerton** questioned if we made any money at the Halloween event. Mayor Pro-Tem stated that we did not make a profit and it's good if we break even. This event is a family event and brings people to the Town.
- B. **Elevator** – Where do we stand with this? Thyssen-Krupp estimated completion date of January 15, 2014 and the completion date is felt by staff to be improbable. We have to complete some tasks before they complete the elevator, and we are still unsure of elevator requirements.

12. Town Commissioner Reports:

- **Commissioner Joe Aufmuth** – Merry Christmas and Happy New Year and it was great having fellowship with everyone this evening at the pre-meeting dinner. Welcome to town, and we are off to an awesome start and look forward to seeing everyone in the New Year.
- **Commissioner Mike Berkowitz** – Absent with notice.
- **Commissioner Tug Huddleston** – Ditto that. The Derelict Housing Committee wants to say thanks for getting the letters sent out and getting this project started. Appreciate getting the minutes and agenda early.
- **Commissioner Ginny Mance** – Is so pleased with the decorations in Town and the Town Hall looks good this season. Light Up Micanopy was great this year and the decorations are still up and it helps the whole Town look seasonal. Thank you to all who put effort into it and it just makes for a nice season. Happy Christmas to all and hope you all have a happy New Year. Have safe travels or just staying home and cooking.

13. **Mayor Richard Shutterly Report:** It has been a good year, and we have moved forward on a lot of items this year. The Mayor stated that he has enjoyed having a good year being up here with the Commissioners. As far as the League goes, we are moving forward. Hawthorne, at their last meeting, has gone forward with voting to repeal the Boundary Adjustment Act. Whether Gainesville does or doesn't repeal the Boundary Adjustment Act, the bill will be taken to the State, and the Mayor plans to be there when it is read in Committee. Hopefully this will be resolved. Micanopy is seen in a good light by the other cities. The meal was great. Layton we missed you, you are always invited. The Town looks good, and we have some good projects on the horizon. I look forward to next year and everyone have a Happy New Year.

14. **Adjourn: 9:35 PM**

MINUTES APPROVED:

As submitted _____ As amended _____ at Town Commission Meeting _____

Richard Shutterly, Mayor

Patty S. Polk, Recorder