



Minutes

Town Commission
Regularly Scheduled Meeting
Tuesday • January 13, 2015 • 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 Present
 - Virginia Mance, Mayor Pro-Tem Present
 - Richard Shutterly, Mayor Present
 - Mike Roberts Present

 - Debbie Gonano, Town Administrator Present
 - Stephen Lee, Town Attorney Present
 - Patty Polk, Deputy Town Clerk Present
4. Consent Agenda Approval:
 - A. Agenda Approval
 - B. Minutes of Regular Meeting held on December 9, 2014
 - C. Review & Acceptance of Financial Transactions & Reports
Motion made and seconded (Aufmuth/Berkowitz) to accept the consent agenda as submitted; passed 5-0
5. Guests: None
6. Citizens Forum:
 - A. Julie Penrod-Glenn, 100 N Division St, would like the Town Commission to consider the formation of a citizen's advisory board or advisory committee which would collect ideas and concerns of Micanopy citizens and present them to the Town Commission at their regularly scheduled meetings. Commissioner Aufmuth stated that if this board is formed, it wouldn't be considered an informal gathering of residents and would be subject to the Sunshine Laws. Mayor Pro-Tem Mance thinks it is a fantastic idea creating a venue where people feel free to approach the Commission, as some people are reluctant to come before the Town Commission. The Commission would like this item added to the next meeting and for Attorney Lee to bring information on forming a new board or committee.
 - B. Kim Hirsch, NE Cholokka Blvd, agrees with Julie Penrod-Glenn. The board would act as a decompression unit between the people and the Town Commission.
7. Citizen Board and Committee Reports:
 - A. Planning & Historic Preservation Board (P&HPB) – Fro Warren, Chair, presented a verbal summary of their December meeting. A concept review was presented and the board is not sure if an approval for consumption of alcohol is a matter for the P&HPB to consider or if the Town Commission should decide the matter. Attorney Lee advised that the Commission should not discuss this, as it is a matter for the P&HPB to resolve in a public hearing. Mr. Warren inquired regarding the correct procedure for non-conforming lots, and Attorney Lee responded that each non-conforming parcel in question must be addressed individually at a P&HPB meeting. Discussion ensued.
 - B. Tree Committee – Unavailable. Town Commission directed the Town Administrator to remind the Tree Committee that we are waiting for a revised Tree Ordinance.

8. Town Attorney Report:
- A. Resolution – Election Qualifying – Mayor read Resolution 2015-01
Discussion ensued.
Motion made and seconded (Aufmuth/Roberts) to approve Resolution 2015-01 as submitted; passed 5-0
 - B. Mandatory Ethics Training – Attorney Lee presented
The Florida Bar has a formal ethics training CD that Mr. Lee can purchase for \$300 for use by the town.
Motion made and seconded (Aufmuth/Mance) to direct the Town Attorney to purchase the training materials
Discussion ensued. Mayor Shutterly advised that the Florida League of Cities is offering free ethics training and materials. The Mayor will contact Hawthorne Mayor Surrency to inquire about the ethics training materials. There will be sufficient time to purchase the training materials from the Florida Bar, if need be.
Motion made and seconded (Aufmuth/Mance) to withdraw the previous motion; passed 5-0
9. Town Administrator Report:
- A. Florida Rural Water Association (FRWA) Water Study – Town Administrator Gonano reported that she has met with Tom Gustafson, and he has started the process for our water rate and water loss study.
10. New Business:
- A. Unpaid Occupational Licenses – Procedure for Collection – Discussion ensued.
While Attorney Lee researched the proper collection procedure, Commissioner Aufmuth suggested that the Town Administrator mail another copy of the outstanding invoices to the two delinquent occupational license customers requesting return receipt and proof of delivery for each.
 - B. ThyssenKrupp Elevator Service Contract – effective 5/7/2015
Attorney Lee prepared a contract that is agreeable with him and the Town. Mr. Lee suggested that the contract included in the packets does not include the contract written by him; Town Administrator Gonano will provide the entire contract at the February meeting.
 - C. Spring Clean Up Day – Saturday, April 18, 2015
Motion made and seconded (Aufmuth/Berkowitz) to approve the clean-up day as submitted; passed 5-0
11. Unfinished Business:
- A. Installation of Bat Houses – Our bat houses have arrived, the poles are scheduled for installation next week, followed by installation of the bat houses on top of the poles.
 - B. Status of RFP – Structural Red Iron Steel Maintenance Shop/Garage – The vendor reports that the materials are being manufactured for end of the month delivery. They have asked that we will demolish the existing building by the end of January. Town Administrator Gonano will track the vendor's progress prior to removing the building.
 - C. Derelict Housing Demolition – 11 Houses Demolished
At this point, we have received payment on all but two of the houses that the Town demolished.
 - D. Beth Allerton inquired about the Town ditches that seem to be holding water and not draining as efficiently as they had been. In the near future, David Holton plans to pour concrete around the culverts which will help them from clogging; simultaneously, he will pour concrete pads for the generators.
12. Town Commissioner Reports:
- Commissioner Joseph Aufmuth: Happy New Year and is looking forward to seeing what this New Year brings.
 - Commissioner Mike Berkowitz: Happy New Year.
 - Commissioner Ginny Mance: Happy New Year. Her seat #3 will open for candidacy as of January 19th, and she is planning to run for reelection and facing any competition. She has been on the Commission for 6 years. Mayor Pro-Tem Mance is looking forward to the election; it is an exciting and fun process. She would like to see the citizen's advisory committee discussion at our next commission meeting.
 - Commissioner Mike Roberts: He wasn't here last month so he is a month behind; but, thanks to the staff for the nice Christmas decorations.
13. Mayor Richard Shutterly Report:
- Requested Attorney Lee to bring information on the proper procedure for starting a committee or board to our next meeting. Attorney Lee stated that there are two ways to start a committee or board; by Ordinance or Resolution.
 - The Alachua County League of Cities is meeting with Alachua County staff on Thursday at 2:00 pm and after this meeting they will have a meeting in the Gainesville City Commission Chambers at 3:30 pm to discuss the Boundary Adjustment Act, which the County wants and the League does not.
 - Mayor Shutterly stated that he is happy to be a Commissioner and the Town has improved and done some good things in the last year. We are a very balanced and civil commission and he appreciates that. He is very glad to serve the community.

14. Adjourn: 8:30 PM

MINUTES APPROVED:

As submitted _____ as amended _____ at Town Commission Meeting _____

Richard Shutterly, Mayor

Patty S. Polk, Recorder