



Minutes

Town Commission
Regularly Scheduled Meeting
Tuesday • April 14, 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, Mayor Pro-Tem Present
 - Virginia Mance, Mayor Present
 - Richard Shutterly Absent with notice
 - 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 March 10, 2015 and Special Meeting on March 19, 2015
 - C. Review & Acceptance of Financial Transactions & Reports
Motion made and seconded (Berkowitz/Aufmuth) to accept the minutes of the March 10, 2015, the special called meeting of March 19, 2015, and the Financial Transactions and reports as submitted; passed 4-0
5. Guests: None
6. Citizen's Forum (public comments limited to 5 minutes per speaker, please)
 - A. George Guy, 202 NW Eestalustee Ave, would like help with his very high utility bill if possible. Discussion ensued.
Motion made and seconded (Aufmuth/Roberts) to average Mr. Guy's utility bill; passed 4-0
 - B. Tug Huddleston, 202 NW Eestaulkee Ave, thanked the Town Administrator and the Town Staff for doing a great job. The Town looks great.
7. Citizen Board and Committee Reports:
 - A. Planning & Historic Preservation Board – Fro Warren gave verbal report.
 - Open Air Sales ordinance should be complete next month.
 - Approved a Variance for a Non-Conforming Lot (.47 acres)
 - Micanopy Area Cooperative School Site Plan Review – Adding a cafetorium and two portable classrooms.
 - On March 24, 2015, the Planning & Historic Preservation Board held a public hearing for the above site plan and after much discussion a motion was passed as follows: *Motion made and seconded (Avery/Brady) to approve the site plan for the Micanopy Area Cooperative School pending a review of the roadway by the Town Commission; passed 5-0*

- Discussion ensued regarding the Micanopy Area Cooperative School (MACS) review of roadway by the Town Commission. Brenda Maynard, MACS Director, presented, she is very appreciative to the parents, staff, and board members who are here today. Student safety during drop-off and dismissal is of utmost concern and it is top priority for school staff. To reduce traffic delays, Mrs. Maynard has been working to expedite the dismissal process presenting a graph with delays of only 2 – 5 minutes; and most days showing no traffic delay on Seminary Ave. A standing-room only crowd of mostly MACS supporters spoke for about 1½ hours in praise of the school and asked for the expansion projects to be accepted by the Commission. The Town is responsible for road maintenance and will continue to maintain our roads.

Motion made and seconded (Berkowitz/Roberts) to accept the Planning & Historic Preservation Boards' motion to approve the schools application; passed 4-0

B. Tree Committee – Karen Hill presented.

1. Earth Day/Arbor Day at Micanopy Middle School – April 24, 2015 – 1:30 p.m. Micanopy Middle School, they will be planting two trees; Blue Beech and Peach Tree. Everyone is welcome to join us.
2. Draft Tree Ordinance – Will submit to the Town Commission at the regular meeting on May 12, 2015.
3. Duke Power Line Tree Trimming – Moved from agenda item 11A to be discussed with Tree Committee business.

Motion made and seconded (Aufmuth/Berkowitz) to move agenda item 11A to 7B to discuss with the Tree Committee; passed 4-0

Mike Campbell discussed State required guidelines that must be followed by Burford's Tree, Inc. the subcontractor for Duke Energy. Our Tree permit should be required to protect our trees. In the past one of our Town employees would spot check the tree trimming crew to make sure they were following the proper procedure, make sure that a certified arborist is in charge of each crew, and tree trimming procedures and regulations are followed. Town Administrator has been speaking to Amy Mangan, Customer Service Representative, Duke Energy; who agreed that a written plan, attached to a tree permit, would be filed. Duke Energy will make sure that Burford trims the trees correctly. If we have any heritage or other important trees we want to mark with caution tape, Burford will take extra precautions when trimming those trees. Commissioner Aufmuth stated that in the past, we had a town employee keep an eye on the tree trimmers. Commission Aufmuth added that we can call the Public Service Commission in Tallahassee if we can't get the job done right. Mayor Mance suggested that we task our Public Works crew to check daily on the tree trimming crew. A check list would be helpful for the Town employees to make sure that the crew is following proper procedure. Commissioner Roberts reported that an uninsulated line runs through the tree growing in the triangle on the corner of Seminary and Co Rd 234. Tree Committee Member, Christine Steurer, will be happy to help mark trees that need extra care.

8. Town Attorney Report:

- A. Beatrice Stewart CDBG Grant-Satisfaction of Mortgage – Loan was made in 2000, the owner passed away before the 5 year loan period was up, the Town did not try to recover any of the money, and the statute of limitations has expired. Attorney Lee recommends approving the satisfaction of mortgage.

Motion made and seconded (Aufmuth/Berkowitz) to approve the satisfaction of mortgage for parcel #16777-005-000 as submitted; passed 4-0

- B. Town Hall Property Survey – Town Administrator discussed the possibility of some boundary issues with the Town Hall property. We need a current survey showing all building corners and all other physical features. We have a proposal from George F. Young, and we should obtain two more proposals if this is what the Commission wants.

Motion made and seconded (Aufmuth/Berkowitz) to obtain two more survey proposals for the Town Hall property and bring to the next meeting; passed 4-0

Holly Morris, 712 NE Cholokka Blvd, stated that at the last commission meeting the agenda included an item concerning her property adjoining town hall. She complained that she had asked to have the agenda item delayed, but the town was under no such obligation to remove and delay the discussion. Today's discussion is referring to the Morris property as well. Mrs. Morris stated they have a survey, and they would like to move their fence closer to the property line indicated on their survey. Mayor Mance stated that as a municipality, we have an obligation to protect the Town's property and it is unfortunately a slow process. Commissioner Aufmuth discussed the inaccuracies of surveys; he pointed out that if the fence is erected prior to completion of our survey, and our survey does not agree with previous findings, we may be involved in a dispute. Mayor Pro-Tem Berkowitz discussed that this Certificate of Appropriateness for a fence permit is on the next Planning & Historic Preservation Board meeting for a public hearing.

Motion made and seconded (Aufmuth/Berkowitz) to move forward with the fence permit process; Withdraw motion and second. This item is already on the next Planning & Historic Preservation Board agenda.

9. Town Administrator Report:
- A. Micanopy Great American Spring Clean Up Day – Saturday, April 18, 2015
 - B. CUSI Water Billing – Electronic Utility Billing Contract – This would cost \$1,000 and increase our annual technical support costs by 20%, or \$180. This program would allow us to send electronic billing and payment reminders, but would not include electronic payments which could be done through the customer’s online banking service. Regular paper utility bills would still be available. Add payment drop box to next month’s agenda.
Motion made and seconded (Aufmuth/Roberts) to send out a survey to obtain information on how many of our utility customers would want electronic billing; passed 4-0
10. New Business:
- A. Kilbury and Sons, Inc.
The Fire Department’s HVAC has a leak in the evaporator coil in the air handler which we had serviced today. The repair required a Freon charge at a cost of \$130. The repairman thought that the problem would recur until the evaporator coil eventually would need to be replaced. Town Administrator Gonano wanted to know if it was possible to avoid calling an emergency meeting by having the commission pre-approve \$1,000 to replace the evaporator coil? Commissioner Aufmuth thought it would be good to find out the cost to replace the whole unit. Town Administrator reported that the repairman indicated that the existing unit was in good shape.
Motion made and seconded (Aufmuth/Berkowitz) to approve up to \$1,000 to repair the evaporator coil as needed; passed 4-0
11. Unfinished Business
- A. Duke Power Line Tree Trimming – Allowance on Easement – Moved to 7B for discussion with Tree Committee issues.
 - B. Bat Houses Completion – Fencing & Informational Kiosk – Three fences will be installed by Hercules Fence Company, Inc. on May 4, 2015 around our bat houses. We will eventually have a kiosk available near one of the bat houses.
12. Town Commissioner Reports:
- Commissioner Joseph Aufmuth: Nicely done Mayor Mance for your first large crowd and everyone was respectful. Regarding the data off the GPS, Bill Milnor is able to retrieve the information off the GPS, and Commissioner Aufmuth will meet with him to discuss. If we were provided a digital GIS survey file where the lines are located in town, we could lay that over aerial images, then we see areas where we might want to pay more attention.
 - Commissioner Mike Berkowitz: You did a good job with such a big crowd and it went well. Micanopy Area Cooperative School is having a community day on Thursday, April 16th, the Commissioners are invited and lunch will be provided. A portion of the post office property is owned by the Town, and we may want to quit claim deed it to them after we have our completed survey.
 - Commissioner Mike Roberts: How does the Town feel about adding some vendors to the Independence Day Parade to sell cotton candy, funnel cakes, and snow cones? Roberts thought that next to the gazebo could be a good spot with the vendors moving down to the ball park for the evening events. Mayor Mance thinks this falls under the Town staffs’ event organization for that day. Something to think about for the future.
 - Commissioner Richard Shutterly: Absent with notice.
13. Mayor Virginia Mance Report:
- Alachua County School Planning Advisory Committee Member – Mayor Mance would be happy to represent the town as an advisory committee member if you so wish.
Motion made and seconded (Aufmuth/Berkowitz) to appoint Mayor Mance as our advisory committee member; passed 4-0
 - Thank you to our Town Administrator, Debbie Gonano, and the Town staff for doing a great job with the new maintenance garage. Looks Great. Interior is finished and the driveway turned out great.
 - The Planning & Historic Preservation Board (P&HPB) minutes had information showing that Murray Laurie would like to do an inventory of all local structures that are included in our local historic district. John Thrasher, Micanopy Archives, already has an inventory almost complete of the entire town. Can you let the P&HPB know that an inventory is available that might suit their needs, if they desire.

- The County of Alachua can boast that this year the President of the Florida League of Cities is from Alachua County. Mayor Matt Surrency from Hawthorne, two years ago he was elected as second vice president, last year he succeeded to vice president, and this year he is now president of the organization of the State of Florida. Mayor Surrency wrote a thank you note to Micanopy.

Attorney Lee has the ethics course from the Florida Bar. He will mail it to us tomorrow complete with a memory stick with the documents necessary. Certification can be accomplished with the financial disclosure, Form 1.

14. Adjourn: 10:22 pm

MINUTES APPROVED:

As submitted _____ as amended _____ at Town Commission Meeting _____

Virginia Mance, Mayor

Patty S. Polk, Recorder