



MICANOPY, SEMINOLE CHIEF

# Minutes

Town Commission  
Regularly Scheduled Meeting  
Tuesday • December 12, 2017 • 7:30 pm

1. Call to Order: 7:30 pm
2. Invocation & Pledge of Allegiance to Flag
3. Roll Call  
Commissioners Attending: Mayor Pro-Tem Aufmuth chaired the meeting for Mayor Mance, who was present but not feeling well.
  - Joseph Aufmuth, Mayor Pro-Tem Present
  - Troy Blakely Present
  - Virginia Mance, Mayor Present
  - Timothy Parker Present
  - Mike Roberts Present
  
  - Debbie Gonano, Town Administrator Present
  - Patty Polk, Deputy Town Clerk Present
  - Scott Walker, Town Attorney Present
  - Courtney Johnson, Town Attorney Present
4. Consent Agenda Approval
  - A. Agenda Approval
  - B. Minutes of Regular Meeting of November 14, 2017
  - C. Review & Acceptance of Financial Transactions & Reports  
**Motion made and seconded (Mance/Parker) to approve the Minutes and Financial Reports as submitted; passed 5-0**
5. Guests: None
6. Citizen's Forum
  - A. Grace Fuller questioned why the Mayor was not chairing the meeting; the Mayor was present but not feeling well.
  - B. Sandy Tyson thanked the Town staff for the beautiful Christmas decorations both at town hall and downtown.
7. Citizen Board and Committee Reports
  - A. Planning & Historic Preservation Board
    - 1) Chair Fro Warren reported that the modular classroom requested by the Assembly of Deliverance church had come before the P&HPB for a concept review. The P&HPB members explained to Pastor Jones what would be required by the Board at the next meeting.
    - 2) A Certificate of Appropriateness was requested and approved to place a storage unit behind the Herlong Mansion by the new owner.
    - 3) The community bulletin board kiosk design was approved and a meeting held between Chair Warren and employee David Holton led the way for completion of the structure.
  - B. Tree Committee  
Paul Cohen explained the tree ordinance changes to Matthew Palumbo and spoke about designating certain trees in town as champion trees.

8. Town Attorney Report
- A. Ordinance 2017-01 Second and Final Reading – Tree Ordinance  
 Attorney Walker read the second and final reading of Ordinance 2017-01 by title only. There was no public comment regarding the new tree ordinance.  
**Motion made and seconded (Parker/Roberts) to approve Ordinance 2017-01 on the second and final reading establishing a Canopy Tree Protection Zone; passed 5-0**  
 Mayor Mance acknowledged that the ordinance had been in process since 2014 and was glad that it could finally be passed.
- B. Ordinance 2018-01 – Marijuana Dispensary Moratorium Discussion  
 Attorney Walker explained that the proposed ordinance was typical of ordinances currently being passed by municipalities until the municipalities could determine how they wanted to deal with medical marijuana dispensaries. Marijuana dispensaries are dealt with the same as pharmacies, and Micanopy's regulations are deficient in dealing with this issue. Attorney Walker recommended that we consult with North Central Florida Regional Planning Council to deal with this issue for the Town. As a zoning ordinance, the ordinance will require two advertised readings. Attorney Walker summarized that the Town could: 1) do nothing, 2) send it back to the P&HPB as a moratorium ordinance, or 3) start working on regulations. He recommended that the moratorium ordinance be sent back to the P&HPB for a recommendation to the Commission.  
**Motion made and seconded (Mance/Parker) to send Ordinance 2018-01 to the P&HPB to make a recommendation to the Commission on the proposal to institute a moratorium on medical marijuana dispensaries; passed 5-0**  
 The ordinance proposes a one-year moratorium on marijuana dispensaries; but the deadline can be changed at any time. The State has authorized only six marijuana growers in the State, and the law requires that only a grower can be a dispensary. Chair Warren recommended that the dispensaries eventually be placed in the Town's C-2 zones, as the C-2 zones are located out on State Road 441.
9. Town Administrator Report
- A. Board Term Expirations:
- 1) Stanley Strobles, Code Enforcement Board  
 The Commission had directed that an application be forwarded to Mr. Strobles to reinstate him in that position. Although Mr. Strobles was contacted twice, no response was received from him. Assuming that Mr. Strobles' seat is vacant, the Code Enforcement Board has vacancies in Seats #2, 4 & 5.
  - 2) Planning & Historic Preservation Board – Seat #5 is open  
 Applications are being accepted for Seat #5 on the P&HPB, and Grace Fuller asked how to apply.
  - 3) Tree Committee – Seat #2 is open  
 Applications are being accepted for Seat #2 on the Tree Committee.
- B. Soccer Shots  
 Town Administrator Gonano had spoken with Josh Hamilton of Soccer Shots, and he expected that enrollment would begin on Wednesday, January 17, 2018. The Town Administrator put him in contact with MACS principal, Brenda Maynard.
- C. 2016-2017 Audit  
 Town Administrator Gonano reported that the auditors had been at town hall last week conducting the annual audit for the September 30, 2017 fiscal year end. The auditors had completed their field work, and Mrs. Gonano expected that the audit report would contain no findings and be presented by the CPA firm in January or February at the latest.
10. New Business
11. Unfinished Business
- A. Mittauer & Associates Water Plant RFP Result  
 Joe Mittauer was on hand on Monday, December 11 for the opening of bids received for renovation of the water treatment plant. Commissioner Parker, Town Administrator Gonano, and Todd Lealy from US Water were also present. Two bids were received: 1) US Water Services \$199,675, and 2) SGS Contracting Services, Inc. for

\$360,000. A third contractor, Complete Services Well Drilling, Inc., did not submit a bid. The Town has received a recommendation of award from Mittauer & Associates that the water plant upgrades be awarded to US Water Services Corporation. Joe Mittauer summarized the information that his company has gathered thus far. Mr. Mittauer stated that US Water, who has an excellent reputation, is a fully licensed general and underground utility contractor and also a professional engineering company. The existing 30hp motors will be replaced with soft-start 40hp motors, a 150kw generator set with a 344 gallon diesel fuel tank will be added, the control panel will be replaced, a new 500 amp main service entrance will be installed, and an upgrade to wiring and lighting fixtures. Mr. Mittauer asked the Commission to approve the bid recommendation letter for US Water Service and the \$199,675 cost. Additionally, Mr. Lealy from US Water was asking that the Town submit a Letter of Intent so that US Water could jump start the vendor process.

**Motion made and seconded (Roberts/Parker) to approve US Water Services Corporation bid amount of \$199,675; passed 5-0**

**Motion made and seconded (Mance/Blakely) to approve sending US Water Services Corporation a Letter of Intent; passed 5-0**

Answering a question, Mr. Mittauer did not expect an interruption in water service during the construction process. Town Administrator Gonano summarized that the original \$17,860 contract which the Town had signed with Mittauer & Associates had been fulfilled. Mr. Mittauer was presenting a contract addendum for another \$6,200 to cover construction administration services, preparation of construction contract documents, attendance at conferences, review of shop drawings, making periodic visits to the construction site, review of contractor's requests for payment, processing of change orders, reviewing contractor's completion documents, record drawings, and final inspection of work. Commissioner Parker wanted to forego this additional expense, as he felt that the County inspectors could be counted on to catch potential problems. Additionally, David has vast construction knowledge. Bud DesForges countered that the County inspector would not necessarily catch all problems. Commissioner Roberts thought that this part of the process should have been covered by the \$17,860 already paid. Contractually, the contractor has (120) days to complete the work required. Town Administrator felt that the work could be completed without the contract addendum, but Mayor Pro Tem Aufmuth wanted to take the pressure off town staff and hire the engineering firm to administer the contract. Attorney Walker related a story that an improper bond and no payment performance bond had caused major problems on a recent municipal project in which he was involved. Town Attorney Walker will precisely inspect the bond to ensure that it's proper.

**Motion made and seconded (Mance/Roberts) to approve Mittauer contract addendum to provide contract administration services at a cost of \$6200; passed 5-0**

Mr. Mittauer will report to the Town after attendance at all meetings. Town Administrator Gonano reminded the Commission that US Water Services, the approved contractor, is also our current water operator.

**Motion made and seconded (Mance/Blakely) to assign Commissioner Parker as our liaison with the engineering firm for completion of this project; passed 5-0**

B. Community Bulletin Board Kiosk Status

Town Administrator Gonano reported that the community bulletin board kiosk was nearly completed by David and Raul in two days at a cost less than \$500. We are looking for cork to complete the project.

C. Firehouse Playground Equipment, Mulch, and Borders on Order

Town Administrator Gonano reported that she had collected several prices for the rubber mulch requested by the Commission and for borders for the playground fall-zone area. The playground equipment vendor, Pro Playground reduced the combined price for the playground equipment, mulch, and borders to exactly \$15,000. The equipment, mulch, and borders are now on order and are expected to ship after the first of the year. Public Works will assemble and build the playground equipment. Town Administrator Gonano estimated that the playground should be up and completed within two – four weeks. Commissioner Roberts thought that the playground should be moved to accommodate possible future fire department expansion. Mayor Pro-Tem Aufmuth thought that the equipment could always be moved in the future, if required. Town Administrator Gonano reminded the Commission that the original fire department expansion plan had the fire bays moving forward toward Cholokka Blvd.; not sideways into the playground. Additionally, Mayor Mance thought that with demolition and rebuild of the basketball court, it will be rebuilt to regulation size; thereby taking up more space than it currently does; thereby making the current playground equipment location the best choice to place the new equipment.

12. Town Commissioner Reports
- Commissioner Joseph Aufmuth:  
Merry Christmas & Happy New Year; we've had some issues this year, but we're looking forward to a better year
  - Commissioner Troy Blakely:  
Thank you to town staff for the job you're doing, the Christmas lights (David & Raul), and the Christmas dinner (Patty Polk)
  - Commissioner Parker:  
Happy everybody could be here tonight; enjoyed watching the bid opening process yesterday and appreciation for town staff coordination of the process
  - Commissioner Mike Roberts:  
We have a wonderful town; Merry Christmas; would like to see 'Wreaths Across America' program initiated here in our cemetery during the holidays where wreaths are placed on veterans' graves
13. Mayor Ginny Mance Report  
Thank everyone for letting us sit here; we've had some interesting meetings, and I'm looking forward to the coming year; thanks to all who provided food for the dinner this evening; thanks to Debbie, Patty, David & Raul, you give your hearts and souls to this job and it is noticed; Mayor Pro-Tem Aufmuth agreed and thanked staff's families, as well
14. Adjourn: 8:41pm
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**MINUTES APPROVED:**

**As submitted \_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_**

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**Virginia Mance, Mayor**

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**Debbie Gonano, Recorder**