

**Town Commission**

**Tuesday • March 9, 2021 • 7:00pm**

**Minutes Regularly Scheduled Meeting**

1.Call to Order 7:00pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Joseph Aufmuth, Mayor Present
* Timothy Parker, Mayor Pro Tem Present
* Troy Blakely Present
* Mike Roberts Present
* Virginia Mance Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Scott Walker, Town Attorney Present

4. Consent Agenda Approval

 A) Agenda Approval

B) Minutes of Regular Meeting of February 9, 2021

 C) Review and Acceptance of Financial Transactions and Reports

***Motion made and second (Mance/Parker ) to approve the consent agenda; Passed 5-0***

***Motion made and second (Mance/Roberts) to move item 12A) Micanopy Athletic Association Property Use Agreement to 7A); Passed 5-0 (****Item listed in order of presentation as 9A)).*

5. Swearing in of Commissioner & Organizational Meeting

A) Swearing in of Commissioner Mance

Commissioner Mance was sworn in by Town Administrator Gonano for a three-year term in Seat #3.

B) Annual Organizational Meeting

1) Per Charter Article III, Section 301(e), Mayor Aufmuth passed the gavel to Town Administrator Gonano for the purpose of accepting nominations for the position of Mayor.

***Motion made and second (Blakely/Roberts) to nominate Joseph Aufmuth for Mayor.***

Having not received any other nominations for the position of Mayor, Joseph Aufmuth was seated as Mayor.

2) Passing the gavel back to Mayor Aufmuth, the Mayor opened the floor for nominations for the position of Mayor Pro Tem.

***Motion made and second (Roberts/Blakely) to nominate Tim Parker for Mayor Pro Tem.***

Having not received any other nominations for the position of Mayor Pro Tem, the Tim Parker was seated as Mayor Pro Tem.

6. Guests

A) Lena McNeer, Alachua County Library District

Librarian, Lena McNeer, reported that the Micanopy Library would be expanding their hours of operation.

7. Citizen’s Forum – Public Comment

 A) Homer Jack Moore *(153 NW Seminary Avenue)*  Property owner, Jack Moore had written a newsletter, *The* *Micanopy NO Dog*, in an effort to organize residents against the proposed Dollar General being built at the corner of Hwy. 441 & SE 165th Avenue, which would be located at the entrance to the Town of Micanopy, but in unincorporated Alachua County. Mr. Moore explained that he was not categorically opposed to Dollar General, but that he was opposed to this currently proposed historical site.

B) Jeffrey Forbes *(206 E Ocala Avenue)* Jeffrey Forbes reported on the efforts of the Alachua County Development Review Committee (DRC) to have Tuscawilla Road designated a *County Scenic Road*. The County Commission voted to designate Tuscawilla Road, but the designation must still go through two public hearings prior to being accepted.

8. Citizen Board and Committee Reports

 A) Planning & Historic Preservation Board (P&HPB)

Chair Fro Warren reported that at the February 23rd P&HPB meeting as part of the annual organizational meeting, he was chosen as Chair and Marian Baron was chosen as Vice Chair. Fro continued reporting that no action had been taken on a request for a lot split on Tahota Street, the bronze color for the fire house roof had been approved, that the P&HPBs March meeting would be held on March 30th, and the Board recommended that the Commission take action on speeding and other traffic issues in Town. Commissioner Mance detailed the past actions concerning use of the Speed Spy provided by ASO. Mayor Aufmuth asked Town Administrator Gonano to contact the Sheriff’s office to request use of the Speed Spy. Marian Baron and Steve Elder reported that the P&HPB members had discussed placing a *STOP* sign at the intersection of Tuscawilla Road and Cholokka Blvd. Mayor Aufmuth answered that the roads were County-owned roads and that Alachua County would need to be contacted regarding that.

B) Tree Committee

Paul Cohen reported on efforts to have the *Tree City Growth Awards* and *Certification* reinstated in Micanopy and plans to plant a tree for Arbor Day during Micanopy’s 200th Anniversary Celebration.

9. Micanopy Athletic Association Property Use Agreement

A) Micanopy Athletic Association (MAA) Property Use Agreement

Bishop Chris Stokes *(Micanopy Athletic Association (MAA))* had accumulated the information requirements provided to him and required as part of the *Property Use Agreement* for the Micanopy Ballpark. The list included 1) Written plan *(provided)*, 2) Certificate of Insurance – Additional Insured *(certificate naming Town of Micanopy as additional insured (provided)*, 3) List of references *(provided)*, 4) Copy of Babe Ruth League Charter *(provided)*, 5) List of board members and volunteers listing their qualifications, experience, addresses, and copies of background checks *(provided)*, 6) List of company sponsors *(provided-Pearl’s Country Store, Reddick Brothers Hardware, Steve Taylor Insurance, Micanopy Country Store and five others)*, 7) List of players, including street addresses *(to be provided)*, 8) Copy of food handlers’ licenses *(provided)*, 9) Proposed schedule of days/times of ballpark use *(to be provided)*, 10) Promise to pay electric bill usage *(provided)*, and 11) Proposed schedule of maintenance *(to be provided).*

Bishop Stokes was in the process of holding registrations for the various sports programs offered, with 40 children signing up. Opening Day is scheduled for March 27.

***Motion made and second (Parker/Mance) to approve Micanopy Athletic Association Property Use Agreement; Passed 5-0***

Additionally, Bishop Stokes asked for the Town to address an existing ant problem in the infield at the ballpark, and he presented an estimate in the amount of $580 from Tindale Pest Control. The Commission directed the Town Administrator to work with Bishop Stokes to pay for the ant extermination.

Bishop Stokes asked for the Town to financially sponsor the team, as well. Relative to team sponsorship, and answering the Mayor, the Town Administrator reported that the Town had previously donated $1,000 to the Micanopy Tutor Program, and $500 to each of the local schools. Town Administrator Gonano asked how the donation should be distributed to the MAA.

***Motion made and second (Mance) to apply $1,000 of financial support to the cost of uniforms and equipment; Motion withdrawn.***

It was discussed and agreed that the financial support should be given directly to the MAA to do with as needed.

***Motion made and second (Blakely/Parker) to financially support the Micanopy Athletic Association in the amount of $1,000; Passed 5-0***

10. Town Attorney Report

A) Proposed Charter Changes

**1) Condensing Section 201.**

Section 201. *Power of the Town. The Town of Micanopy shall have all governmental, corporate, and proprietary powers possible for a city to have ~~the rights and powers of local self-government~~ which are now, or hereafter may be provided by the United States Constitution and the constitutions and laws of the State of Florida, with specific reference to the “Florida Home Rule Power Act,” as though they were specifically enumerated in this Charter to enable it to conduct municipal government, perform municipal functions, render municipal services, and exercise any power for purposes except as otherwise provided by law or this Charter, ~~and this Charter, with specific reference to the “Florida Home Rule Powers,” such powers including but not limited to the following:~~*

*~~a) To organize and regulate its internal affairs and establish, alter, abolish and terminate offices, positions, and employments including citizens board positions; define functions, powers and duties and affix their terms, tenure and composition.~~*

*~~b) To adopt, amend and repeal such ordinances, resolutions, and codes as may be required for the government of the Town of Micanopy.~~*

*~~c) To acquire by purchase, gift, devise, condemnation, or otherwise, property, real, personal, or mixed within or without the Town, to be used for any purpose necessary or to meet the needs of the Town, and to operate, maintain, repair, and improve and all properties, real or personal, streets, sidewalks, and the like by expenditure of the monies of the Town for all lawful purposes.~~*

*~~d) To raise funds by taxation and to make such levy upon the taxable property of the town of Micanopy, and by license and tax upon privileges, businesses, occupations and professions whatsoever carried on and engaged in within the corporate limits of the Town such sums of money as the Town Commission, hereinafter provided form shall deem necessary for the purposes and means of the Town in such manner as shall be provided by ordinance of the said Town Commission. Said taxes shall be consistent with Florida Statutes.~~*

*~~e) To appropriate and expend money for any public purpose.~~*

*~~f) To borrow money for public purposes.~~*

*~~g) To levy special assessments upon property in a limited and determinable area for special benefits conferred upon such property by any town work, service or improvement and to provide for the payment of all or any part of the costs of the work, service or improvement out of the proceeds of such special assessment.~~*

*~~h) To levy special or local assessments for local improvements and to hold liens for public purposes.~~*

*~~i) To purchase hire, construct, own, operate, maintain or lease local public utilities, including but not limited to: bus lines, electric light and power, telephone and telegraph systems, and works for supplying the Town and its inhabitants with water, sewerage, gas for heating or other purposes. To fix and collect just and reasonable fees and charge for the services furnished by such facilities. To exercise jurisdiction, control and supervision over any municipal utilities, owned, operated, franchised, leased, or maintained by the Town.~~*

*~~j) To grant a franchise to any private corporation for the use of streets and other public places in the furnishing of any public utility service to the Town and to its inhabitants.~~*

*~~k) To construct, acquire, operate, maintain, improve, or extend public improvements and projects for any public purpose to include but not limited to the following: public buildings, streets, alleys, sidewalks, avenues, boulevards, lanes, and promenades, drainage systems including both off street and on street facilities, garbage sewerage and other waste collections and disposals including the establishment of fees for the same. To regulate the speed and operation of any vehicle on public lands and vessels on waterways.~~*

*~~l) To compel abatement and/or the removal of any nuisances within the Town or upon property owned by the Town beyond its limits.~~*

*~~m) to establish and administer housing, urban renewal programs, conservation, flood controls, air pollution controls and drainage programs either single or in cooperation with governmental agencies and private enterprise in the development and operation of these programs.~~*

*~~n) to establish departments or systems.~~*

*~~o) To sue and be sued. To have a corporate seal, to contract and be contracted with, to have the power of eminent domain.~~*

**2)** **Residency requirement.**

Section 301(b) *Composition; Eligibility; Election and Terms of Office. Only registered voters of the Town, eighteen (18) years of age or older, shall be eligible to hold the office of Town Commissioner. Each eligible voter shall be a Town resident for at least one year prior to the last day of the qualifying period*.

**3)** **Run-off elections.**

Section 301(d). *Composition; Eligibility; Election and Terms of Office. Election shall be by majority vote, in the event no candidate receives a majority for any one seat, a runoff shall be held between the two candidates receiving the largest number of votes.*

*(The above is current terminology, and the below is offered for consideration):*

*Those candidates for Town Commission receiving a plurality (the greatest number of votes at said election) shall be declared elected. In the case of a tie vote, the successful candidates shall be determined by lot (by flip of a coin by the Town Administrator).*

Gonano suggested adding language which would detail when a run-off election would be held. Currently, the Town typically advertises a run-off election a week after the regular election. There is insufficient time to organize and hold a run-off election in one week; ballots need to be printed, absentee ballots need to be mailed out and received back, poll workers need to be hired and trained, and election equipment needs to be programmed. Town Attorney Walker had provided terminology from other local municipalities. In response, Town Administrator Gonano reported that she had contacted the Supervisor of Elections (SOE) office to determine the amount of time that they would need to prepare for a runoff election, and Attorney Parker had agreed to follow up with the SOE.

**4) Eliminate for redundancy.**

Section 302. *General Powers and Duties.*

*~~c) The Mayor shall preside at all Commission meetings at which he is present.~~*

*~~d) The Mayor shall have the power to call the Commission into regular or special sessions.~~*

*~~e) The Mayor shall act as ceremonial head of the Town government.~~*

*~~f) The Mayor shall execute ordinances, resolutions, all contracts, and documents on behalf of the Town Commission of the Town of Micanopy.~~*

*~~g) The Mayor shall perform such other duties as delegated by the Town Commission as are not inconsistent with the general law or this Charter.~~*

**5) Change for redundancy.**

Section 303. *Mayor – Mayor Pro Tem. The Town Commission shall elect from its members at a meeting of all its members, officers of the Town who shall have the titles of Mayor and Mayor Pro Tem as specified in Section 301(e)(2) and (3). The Mayor shall have the power to call the Commission into regular or special sessions, shall preside at meetings of the Town Commission and shall be recognized as head of the Town Government for all ceremonial purposes. The Mayor shall execute ordinances, resolutions, all contracts, and documents on behalf of the Town Commission and shall sign all deeds, bonds or other instruments or writings relating or pertaining to real property, to which the Town is a party. The Mayor shall perform such other duties as delegated by the Town Commission as are not inconsistent with the general law or this Chapter. The Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor. ~~The Mayor shall execute all contracts in the name of the Town of Micanopy. After each election of one or more Commissioners by the voters of the Town of Micanopy, the Town Commission shall, at its next regularly scheduled meeting, elect the Mayor and Mayor Pro-Tem.~~*

**6)** **Clarification of filling a vacancy on the Town Commission.**

Section 304(c)(1). *Vacancies: Forfeiture of Office; Filling Vacancies. If a vacancy occurs within 180 days of the next ~~a~~ regular Town election, the Town Commission, by majority vote of the remaining members, may appoint a qualified person to fill the vacancy within thirty (30) days of its occurrence. Said appointee shall serve until the next Town election.*

**7) For Clarification**

Section 304(c)(1). *Vacancies: Forfeiture of Office; Filling Vacancies. If a vacancy occurs within 180 days of a regular Town election, the Town Commission, by majority vote of the remaining members, may appoint a qualified person to fill the vacancy within thirty (30) days of its occurrence. Said appointee shall serve until the next regular Town election of the seat they have taken.*

***(However, this wording is probably not needed regardless of the date of appointment to the vacant seat, as the seat would be able to be filled only for the remaining seat term at the next regular election.)***

**8)** **Clarify meaning of ‘called’.**

Section 304(c)(2). *Vacancies: Forfeiture of Office; Filling Vacancies. If the Town Commission fails to appoint a Commissioner within thirty (30) days of the occurrence of the vacancy, or if the vacancy shall occur more than 180 days before the next regular Town election, the vacancy shall be filled by a special Town election to be held ~~called~~ not more than sixty (60) days after the date the vacancy shall occur.*

**9) Sunshine Law Issue?**

Section 308. *Procedure. The Town Commission shall meet regularly on the 2nd Tuesday of every month at such time and place as the Commission may prescribe by rule. Special or emergency meetings may be held on the call of the Mayor* ***or three or more members of the Town Commission****, whenever practicable, upon no less than six hours’ notice to each member. All meetings shall be public. Notices of meetings to the public shall be in accordance and consistent with the laws of the State of Florida.*

Attorney Parker had concerns about three Commission members being in communication regarding a meeting, but Mayor Aufmuth thought that the act of communicating to schedule a meeting did not violate Sunshine Laws. The Mayor had asked Attorney Parker to obtain an Attorney General opinion on the matter, and Attorney Walker reported that there is no violation against such existing language.

**10)** **Taxes are passed via a Resolution, not an Ordinance.**

Section 309(c). *Action Requiring an Ordinance. ~~Levy taxes with respect to the property tax levied by adoption of the budget;~~*

**11) Delete.**

Section 310(b). *Ordinances in General.*

*~~The ordinance must be read in full on at least one date.~~*

**12)** **Impossible to pass the budget on or before the September Regular Commission Meeting because of the County and School budget schedules.**

Section 506(c). *Commission Action on Budget. The Commission shall adopt the budget by resolution on or before the end ~~first regular commission meetin~~g of September.*

**13)** **To align with current Federal, State, and Alachua County absentee ballot election laws.**

Section 605. *Absentee Voting. Absentee voting shall be permitted in all municipal elections in the same manner as now or hereafter provided for in connection with Federal, State, and Alachua County elections.~~, except that~~ ~~voting by absentee ballot before the Town Clerk, shall be permitted until 5:00 p.m. on the day before the election.~~*

**14) Eliminate for redundancy.**

Section 703. *Petitions.*

*d) Referendum petitions must be filed within thirty (30) days after the affidavit of the petitioners’ committee is filed with the Town Clerk. ~~who shall provide the forms for the petition.~~*

Attorney Walker suggested that Attorney Parker will come back to the April meeting with corrections and recommendations.

B) Dollar General Stakeholder Engagement

Commissioner Mance had attended the December 17th Development Review Committee (DRC) first public hearing as an appointed delegate of the Micanopy Commission. The DRC had passed a motion *“to approve the development with the condition that the applicant and the Town of Micanopy engage in a stakeholder’s process to address the issues of the architectural design, lighting mitigation and building orientation with the basis of architectural design criteria reported to Growth Management.”*

Mayor Aufmuth was incensed about a letter that had been received from Concept Companies’ Attorney David Theriaque stating that Concept Companies has been working unsuccessfully with the Town for three months to establish a stakeholder process to address architectural design issues, which had been mandated by the County. Further, the letter threatened the Town to schedule and conduct two Special Workshops by March 31st to discuss the design issues, or they would report to the Alachua County Development Review Committee (DRC) that the mandated stakeholder process be deleted from the conditional approval of the development plan.

Mayor Aufmuth reported that he had contacted Attorney Parker to express frustration that the County has yet to contact or send official notice to the Town about expectations of the stakeholder process. Further, despite having been asked to attend P&HPB and/or Commission meetings, Concept Companies had ignored the invitations. Additionally, the Mayor was still questioning what authority does the Town of Micanopy have in enforcing anything that the Town concluded, as the parcel is located in unincorporated Alachua County? The Mayor asked the audience for representatives of Dollar General interests in attendance at this meeting to please identify themselves? No one in the audience acknowledged the request.

Mayor Aufmuth had asked Town Attorney Parker to prepare a strongly-worded letter in response to the Concept Companies attorney which needed to note the full process and not the supposition and lies detailed in their letter as to how this has played out. Further, an emergency created by poor planning on the part of Gerry Dedenbach did not constitute an emergency for the Town of Micanopy.

Jeffrey Forbes *(206 E Ocala Street)* detailed that a Zoom stakeholder’s meeting had been held on February 11th by CHW Vice President Gerry Dedenbach for which only a handful of invitations had been extended.

P&HPB member Steve Elder offered church space and Mayor Aufmuth called a special joint meeting with the P&HPB to be held at Micanopy Christian Fellowship Church located at 4909 SE Tuscawilla Road (because of the large fellowship hall and ability to social distance during COVID-19) for Tuesday, April 6th at 6:30pm. Attorney Walker was instructed to invite interested parties to attend the meeting. A meeting reminder would be put on the water bills and included in the email distribution list.

Mayor Aufmuth summarized that the meeting will not be about not wanting the Dollar General, but the meeting will be about design elements. Unless we can effect change at the County, we are stuck with the store. Jeffrey Forbes detailed currently planned design elements.

11. Town Administrator Report

A) The Mayor commented about the completion of the firehouse playground and how good the playground and the entire Town is looking.

12. New Business

A) Special Event Permits, Facility Use Charges, & Penalties

Commissioner Mance asked Town Administrator Gonano to summarize events which occurred on February 13th concerning Matt Taddeo of the Gainesville-based *Florida Track Club* and their requested permission to hold a fun run in Micanopy and to use ballpark facilities, including the restrooms. In response to the request, Town Administrator Gonano had sent the standard Special Event Permit Application, but had waived the $100 fee, as no road closures were requested. Upon return of the incomplete application, Gonano had requested the remaining outstanding items including a *Hold Harmless & Indemnity Agreement* and a *Certificate of Insurance naming the Town as Additional Insured*. Bypassing the established procedure, the *Florida Track Club* had not provided the remaining required information but had determinedly obtained access to the ballpark facilities via a Town resident. Commissioner Mance asked the Commission to address the issue by placing a deposit fee on facility use. Attorney Walker suggested sending the group a letter that this is going to be problematic for future permitting if they don’t follow regulations.

***Motion made and second (Parker/Blakely) to send the group such a letter; Vote inadvertently not taken.***

Commissioner Mance wanted to institute a refundable facility deposit for groups, in addition to the current permitting fee. Various deposit amounts, methods of charging/refunding, and satisfactory inspections were discussed at length by residents and the Commission.

***Motion made and second (Parker/Roberts ) to approve a $200 Refundable Deposit for facility use; Passed 5-0***

B) Request from BoCC for a Joint Meeting (May 6th or May 13th)

Mayor Aufmuth summarized that an email had been received on behalf of the Alachua County Board of County Commissioners (BoCC) asking if there was interest in holding a joint Zoom meeting with the BoCC and Micanopy Commission on May 6th or May 13th?

***Motion made and second (Mance/Blakely) to postpone the meeting. Motion withdrawn.***

The general consensus was to have a face-to-face meeting.

***Motion made and second (Parker/Blakely ) to counter the BoCC Zoom meeting request with a face-to-face meeting at the regular May 11th Commission meeting or another common date; Passed 5-0***

C) Ordinance No. 2021-01 Vacate Right-of-Way

Ordinance 2021-01 was read by title only by Attorney Walker. Kim Hirsch had asked the Commission to vacate an unimproved right-of-way running through and terminating in the middle of Parcel #16686-000-000 owned by Mr. Hirsch.

***Motion made and second (Mance/Parker) to adopt Ordinance 2021-01 on first reading to vacate the right-of-way running through Parcel #16686-000-000; Passed 5-0***

D) MACS School Expansion – Preschool

Commissioner Mance was concerned about the Micanopy Area Charter School’s rumored plan to expand the school across Seminary Avenue onto Parcel #16808-002-000, a .66 acre lot which had been acquired by the School in June 2020. Mance detailed past history with the school coming to the Commission in 2016 requesting a reverter clause to acquire the Strobles Center for the purpose of obtaining future loans. Additionally, she expressed residents’ concerns about current traffic congestion on Seminary Avenue during school pickup and drop-off times, property damage caused by vehicles parking on private property during pickup/drop-off times, safety issues concerning pedestrian traffic crossing Seminary Avenue, damage done to existing water-runoff ditches during demolition on Parcel #16808-002-000 causing flooding issues, removal of survey markers during demolition, and the placement of new mandated school zone markings and signage on adjoining private property.

Answering the Mayor, Town Administrator Gonano pointed to LDC Article 2.02.04(B) Uses Permitted by Right in C-1 Zoning *4)* *Public and private elementary, middle, and high schools* and *18) Day care centers, which are not considered Family Day Care Centers by the State of Florida.* However, any such site plan, if received, would be sent to North Central Florida Regional Planning Council (NCFRPC) for review. Commissioner Mance related that Attorney Parker had reported that permitting issues for a project of this type would need to be heard at the Town, County, and State levels. Commissioner Parker wanted to see a site plan and have the school address right-of-way and drainage issues. Attorney Walker reported that LDC Article 4.02.13 governing dimensional requirements for private and charter schools, Article 9.10.05 governing public school facilities and levels of service, and Article 10.02.01 governing site plan review by the P&HPB. The Mayor wanted to allow the school to confirm or deny rumors about school expansion, traffic issues, school zone markings, and proper drainage.

***Motion made and second (Roberts/Blakely) to send a letter to Principal Maynard to determine intent and future plans to build on Parcel #16808-002-000; Passed 5-0***

Stoney Slaton *(104 NE Seminary Avenue)* reported that Florida State Statutes Section 316 doesn’t permit the school to have an ununiformed person directing school traffic. Commissioner Blakely wanted to consider opening the road to the north of the school (next to the ballpark) to CR234 to provide additional access to the school; however, the property owner whose property lies in unincorporated Alachua County and bordering that easement is opposed to doing so. Additionally, the State has previously indicated that they would not allow that road to be opened onto CR234.

E) Micanopy 200th Anniversary Celebration

2021 being the Town’s bicentennial, Commissioner Mance thought that the Town should decorate the Town with anniversary banners and decorations. There is an informal merchants’ group making plans, as well. Paul Cohen, from the Tree Committee offered to plant a tree during the celebration for Tree City USA. Kim Hirsch *(209 NE Cholokka Blvd.)* thought that the Town could bury a 50-year time capsule. Marion Baron *(108 Whiting Street)* suggested fireworks, Stoney suggested a parade; and Megan D’Andrea *(502 W Smith Street)* stated that the Micanopy Historic Preservation Trust was putting together an historical calendar and reported that they were in the initial process of planning a carnival or circus, possibly in December.

***Motion made (Mance) for the Town to participate in the general celebrations by decorating the municipal areas of the Town in a minor way, such as street pole banners, but contributing to the look of Micanopy; Motion dies for lack of a second***

The Mayor asked Commissioner Mance to come back next month with light pole banner designs and costs.

Stoney wanted to clarify the founding date, which he thought was December 22, 1817 because it was on his abstract title. The Mayor thought that with COVID-19 challenges, we might want to push the celebration out. The Mayor wanted to possibly compile a list of dignitaries to invite, including the Seminole and Miccosukee Nations and the Governor.

13. Unfinished Business

A) Micanopy Athletic Association Property Use Agreement *(Moved to Item 9A))*

B) Great American Cleanup – Saturday, April 24th

Town Administrator Gonano reported that the annual Great American Clean Up Day had been scheduled for Saturday, April 24th from 8:00am – 11:30pm.

C) Firehouse Roof Estimates

The P&HPB had approved a bronze color for the fire house roof. Using provisions of Procurement Resolution 2020-11, Section 7, Town Administrator Gonano provided three proposals for reroofing the firehouse with a 24-gauge bronze color standing seam metal roof, including peel and stick underlayment, but without wrapping the fascia. Gonano had received a quote from Keeler Roofing in the amount of $33,800; a quote had been received from Allen Roofing in the amount of $47,450; and the third quote had been received from Big D Roofing in the amount of $50,975. The fascia was in good condition and would be pressure cleaned and painted.

***Motion made and second (Roberts/Mance) to accept the proposal from Keeler Roofing in the amount of $33,800; Passed 5-0***

D) Town Administrator Position

In accordance with her upcoming retirement, Town Administrator Gonano presented a current Job Description for the position of Town Clerk/Administrator including a general job description; essential job functions; qualification requirements; and knowledge, abilities and skills. The Mayor and Gonano had identified the Florida City County Management Association (FCCMA) job posting site, Florida League of Cities (FLC) job posting site, the Alachua County City Clerk’s Association (ACCCA) website, and sending an email to surrounding municipalities as examples of places to find a candidate with the required municipal background. The position would also be posted on the Town’s website. Commissioner Mance wanted to set the beginning pay scale at $50,000 - $65,000 annually. It is a working administrator position; there is no delegation in this position.

***Motion made and second (Roberts/Mance) to set the beginning pay scale for the Town Clerk/Administrator position at $50,000-$65,000 annually; Passed 5-0***

14. Town Commissioner Reports

* Commissioner (Seat 2) Tim Parker – 1) Commissioner Parker spoke about the possibility of receiving some leftover ground paving material from the Hwy. 441 work being done; the Mayor commented that when previously used, the resultant *‘tar* *dust’* created headaches for residents.

2) Mayor Pro Tem Parker spoke about Lewis Bryant being able to get grant funding to build infrastructure (sanitary sewer, streets, etc.) with minimal cost to the Town.

* Commissioner (Seat 3) Ginny Mance – 1) Commissioner Mance thanked the Town for trusting her to serve the Town in Seat #3 for the next three years.
* Commissioner (Seat 4) Troy Blakely – Commissioner Blakely expressed that the Town’s diesel truck and been repaired and that we should sell the truck. Town Administrator Gonano answered that she has been working with David to set a sale price for the truck to be sold outright prior to looking for a new ½ ton pick-up truck which would be suite the Town’s needs.
* Commissioner (Seat 5) Mike Roberts – 1) Commissioner Roberts suggested digging a few inches down from the basketball court edge to place dirt and sod; he felt this would cover the lime rocks being used to scratch graffiti on the new court surface. The Mayor asked for Commissioner Roberts to bring this up at next month’s meeting.

15. Mayor (Seat 1) Aufmuth Report – 1) Mayor Aufmuth thanked all for their confidence and for participating.

16. Adjourn 9:47pm

**MINUTES APPROVED:**

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

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**Joseph L. Aufmuth, Mayor Debbie Gonano, Town Administrator/Clerk**