**Town of Micanopy**

Town Commission

Minutes Regularly Scheduled Meeting

Tuesday • April 9, 2019 • 7:30pm

# Call to Order: 7:30pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Timothy Parker, Mayor Present
* Joseph Aufmuth, Mayor Pro Tem Present
* Ed Burnett Present (upon swearing in)
* Troy Blakely Present
* Mike Roberts Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Scott Walker, Town Attorney Present
* Andrea True, Town Attorney Present

4. Consent Agenda Approval

A) Agenda Approval

B) Minutes of Regular Meeting of March 12, 2019 and Special Meeting of March 28, 2019

C) Review and Acceptance of Financial Transactions and Reports

***Motion made and second (Aufmuth/Roberts) to approve the consent agenda; passed 4-0***

5. Micanopy 2019 Town Commission Election – Swearing in of Commissioner

A) Organizational Meeting:

1) Swearing in of Commissioner – Town Administrator Gonano swore in Commissioner Ed Burnett to fill vacant Seat #3 expiring in March 2021.

2) Nominations & Vote for Mayor:

Town Administrator Gonano opened nominations for the position of Mayor. Commissioner Roberts nominated Commissioner Aufmuth as Mayor, who accepted the nomination. As there were no further nominations for Mayor, Commissioner Aufmuth was seated as Mayor.

3) Nominations & Vote for Mayor Pro Tem:

Mayor Aufmuth opened nominations for the position of Mayor Pro Tem. Commissioner Roberts nominated Commissioner Parker for the position of Mayor Pro Tem, who accepted the nomination. As there were no further nominations for Mayor Pro Tem, Commissioner Parker was seated as Mayor Pro Tem.

6. Guests

A) Carolyn Wallace, Alachua County Library District, Micanopy Branch

The library will be offering a program for children called *Money-Smart Kids*. On May 12th, *Rigamajig, Jr.* will be offered for preschool and elementary-age children. The *Zero-Waste Wrap* program will teach adults how to make plastic-wrap replacement out of beeswax and fabric. Ms. Wallace will offer an internet safety and security program to help identify and avoid scams. Headquarters will be offering the Authors Series on April 13th with best-selling author, Elizabeth Berg. The library hours will change to Tuesday through Thursday from noon to 7pm; and on Friday and Saturday the library hours be noon to 5pm.

7. Citizen’s Forum

Mayor Aufmuth announced that Herlong Mansion owner, Dan Siari, had asked for a second continuance for agenda item *9B) Public Hearing – Appeal of P&HPB Alcoholic Beverage Establishment Decision Herlong Mansion* until the next regular meeting to be held on May 14th. Any person who cannot be present next month is welcome to make a public comment to be included in the official record at tonight’s meeting as part of Citizen’s Forum.

A) Deborah Kennedy *(251 NW Seminary)* asked about the status of the website, which will be covered under agenda item 10B).

B) Homer Jack Moore *(153 NW Seminary)* stated that he felt that it was in the Town’s interest to make Micanopy the kind of place people want to visit, and he strongly favored the P&HPB’s decision to allow alcohol to be served at the Herlong Mansion. Mr. Moore expressed his belief that if the downtown were to be boarded up, property values would plummet.

C) Frank Dahmer *(201 Cholokka Blvd.)* read a statement to the Commission and residents detailing water issues, insisting that a sewer system be installed, and promising a town resident survey this summer detailing residents’ wants and needs. Mr. Dahmer promised that if residents’ wants and needs are not addressed, sitting Commissioners will be voted out of office.

D) Raquel Vallejo *(201 NE Tahota)* announced that, in response to her complaint to the Department of Environmental Protection (DEP), the inspection of the water plant is scheduled for April 11th. Ms. Vallejo invited Town residents to observe the inspection; and Town Administrator Gonano acknowledged the invitation, but asked that any participants observe, but not interrupt the inspection proceedings.

E) Mayor Aufmuth acknowledged a friend attending the meeting, Paul Grewe, who was visiting Micanopy from Wausau, WI.

F) Pastor Chris Stokes *(Pastor, New Beginnings Church)* asked if the water plant inspection was a regularly scheduled inspection, or as a result of a complaint. The water plant is inspected regularly, and the upcoming inspection is a regular inspection.

8. Citizen Board and Committee Reports

A) Planning & Historic Preservation Board

Chair, Fro Warren, reported that the P&HPB discussed:

1) Duke LED light replacement and street light reporting procedures

2) Floodplain Ordinance was passed

3) Changes to the southwest entrance of Town Hall were discussed

4) The Floor-Area-Radio (FAR) was discussed and soon to be completed

5) Mr. Warren thanked Patty, the Deputy Town Clerk, for good, accurate minutes

B) Tree Committee

1) Arbor Day Proclamation April 26, 2019

Mayor Aufmuth read the Arbor Day Proclamation for Friday, April 26, 2019.

9. Town Attorney Report

A) Ordinance 2019-02 Flood Ordinance – First Reading

Attorney True read Flood Ordinance 2019-02 by title only, bringing the Town’s flood ordinance into compliance with State Statutes. Mayor Aufmuth reported that flood maps are available on the FEMA website ([*https://msc.fema.gov/portal*](https://msc.fema.gov/portal)*).*

***Motion made and second (Roberts/Parker) to pass Flood Ordinance 2019-02 on first reading; Passed 5-0***

B) Public Hearing – Appeal of P&HPB Alcoholic Beverage Establishment Decision Herlong Mansion

Town Administrator Gonano reported that per applicant request, a second continuance had been granted; so that the public hearing was now scheduled for May 14, 2019.

10. Town Administrator Report

A) Great American Cleanup Day – Saturday, April 13th

Town Administrator Gonano reported that there will be curbside pickup, as well as dumpsters located at Town Hall. The County will be here to accept hazardous waste at the maintenance shop, and residents must dispose of tires and appliances at the drop-off location behind the fire house.

B) ADA Compliant Website

Town Administrator Gonano reported that she had secured three wildly differing quotes from companies to design and create an ADA-compliant website for the Town. A quote in the amount of $788.45 did not specify ADA compliancy, despite that request; a second quote for $5000, attached to a three-page contract, had been received; and the final quote from Net Group in the amount of $1500 had been received. Gonano reported that a few of the websites that Net Group had designed are for Waldo, Starke, Hampton, both the City and County of Madison, and Lake Butler. The principal contact is Nathan Thornton, from Starke, and the contract calls for two site visits per year, if needed, and unlimited website updates. Attorney True had researched ADA-compliance requiring Web Content Accessibility Guidelines (WCAG) 2.0, recommended by the Florida League of Cities. Net Group operates in conformity with those guidelines. In achieving an ADA-compliant website, the new website will be informational only; a lot of the historic information and pictures which have been part of the website in the past will be gone from the new website.

***Motion made and second (Burnett/Blakely) to accept the contract and annual maintenance costs of Net Group to build the new website.***

Deborah Kennedy asked about the possibility of videotaping the meetings; the Mayor answered that that was a discussion for a different meeting. Gonano pointed out that videos require another level of ADA-compliancy guidelines involving closed captioning for the hearing impaired. The Net Group contract covers an annual service, and Attorney Walker recommended adding a 30-day notice termination clause in the event that the Town would want to cancel the contract for any reason, at any time. Additionally, the attorney recommended adding public records and other standard provisions to the contract.

***Motion amended and second (Burnett/Blakely) to accept the attorney-amended contract and annual maintenance costs of Net Group to build the new website; Passed 5-0***

C) Sunshine Plumbing Cost Estimate Revision

Town Administrator Gonano asked the Commission to approve a revision to the estimate accepted for cast iron plumbing repairs being performed by Sunshine Plumbing. The upstairs water fountain was in need of replacement and a quote had been received from Sunshine Plumbing in the amount of $1,022.

***Motion made and second (Burnett/Blakely) to accept the contract change as presented; Passed 5-0***

11. New Business

A) RFQ Engineering Services Response from Universal Engineering Sciences

Town Administrator Gonano presented the fifth response to the Town’s RFQ for engineering services which had been issued in September 2018.

***Motion made and second (Parker/Burnett) to add Universal Engineering Sciences to the list of qualified engineers; Passed 5-0***

Town Administrator Gonano expressed that, as we will hear shortly in conjunction with the CDBG grant application process, despite the five responses received for our Engineering RFQ request, only one response (Kimley-Horn) had been received in response to our request for CDBG application detail and cost estimates. David Fox, grant administrator, answered that when the RFP actually goes out for bid, we should expect more responses. Bud DesForges *(554 NW Seminary)* related that the list of qualified engineers gives the Town a list of approved firms to contact for upcoming work and did produce the one detail and cost estimate received; and he suggested that we go back to the approved firms who had submitted qualifications and ask why they hadn’t submitted the requested cost estimate. Attorney Walker again explained the CCNA process and ranking procedure; and he recommended that the list be closed out.

***Motion made and second (Parker/Roberts) to close the RFQ qualified engineer list at the five responses received; Passed 5-0***

Attorney Walker will provide an evaluation sheet to Town Administrator Gonano for staff to start the ranking process.

12. Unfinished Business

A) Duke Tree Trimming – Vegetation Management Plan (VMP)

Town Administrator Gonano presented the VMP, with no additional changes, and asked that we allow Duke Energy to start trimming trees prior to final passage of Tree Ordinance 2019-01, which will have its final reading next month.

***Motion made and second (Parker/Burnett) to allow Duke to start the tree trimming per the accepted VMP prior to final passage of the Tree Ordinance; Passed 5-0***

Answering Deborah Kennedy, in addition to providing door informational hangers, Duke Energy will provide a list of contacts, which will be posted on the door at town hall.

B) Solid Waste Request for Proposal (RFP) Responses – Waste Pro only bid received

Town Administrator Gonano reported that despite publishing an ad and direct contact email with waste vendors having shown prior interest in the Town’s Solid Waste RFP, only one bid, Waste Pro, had been received in response to the Solid Waste RFP generated by the Town in January. Town Administrator Gonano pointed out that residential service rates had increased by only $1.47/month *($19.19/month)* but some of the commercial rates had increased substantially. The price for 4-yard dumpsters had increased by $35.93 (1xweek) and by $122.07 (2xweek); 6-yard dumpsters had increased by $88.44 (1xweek) and by $196.94 (2xweek); and 8-yard dumpsters had increased by $128.36 (1xweek) and by $279.44 (2xweek). Waste Pro Municipal Marketing Manager, Dayna Miller, was present to provide information regarding their three-year proposal, with an option for two 1 year renewals, to replace the contract expiring on June 30, 2019. The pricing included in the RFP was based solely on information presented in the RFP, stipulating no price increases over the duration of the contract period. Attorney Walker explained that there are three options: 1) accept the bid, 2) reject the bid and put the RFP back out in total, or 3) discuss the bid. Mayor Aufmuth questioned if the Town Administrator could be allowed to negotiate better commercial pricing, but Attorney Walker answered that the RFP did not allow for that. Additionally Attorney Walker answered that the RFP did not allow for the Town’s commercial accounts to negotiate with outside vendors.

***Motion made and second (Parker/Roberts) to not accept the bid and send the RFP out a second time. Commissioner Roberts withdrew his second. Motion dies for lack of a second.***

Town Administrator Gonano pointed out that the contract expires on June 30th and time is getting tight. Commissioner Ed Burnett thought the prices were fair and was in favor of accepting the bid. Commissioner Blakely agreed. Gonano summarized that the largest price increases affected 8 commercial accounts. Commissioner Roberts asked what the difference might be if the contract period increased to five years. Attorney Walker suggested that terms of the RFP should remain the same. Commissioner Blakely wanted an explanation for the dumpster price increases. Dayna Miller answered that prices had not been increased in five years, cost of fuel has increased, and Waste Pro strove to keep residential prices low; however, the cost increases were in line with other same-sized communities. Ms. Miller related that because the RFP called for no price increases for the duration of the three-year contract period, the soonest price negotiations could start would be prior to a one-year renewal option.

***Motion made and second (Parker/Blakely) to not accept the bid and send the RFP out a second time; Failed 2-3 (Aufmuth, Roberts, and Burnett Opposed.)***

Bud DesForges pointed out that maybe the increase in dumpster prices would force the vendors to be more selective with their trash disposal, reduce dumpster capacity, or that they might have to raise their prices. Mr. DesForges expressed his opinion that it was a good bid.

***Motion made and second (Burnett/Roberts) to approve the new Waste Pro bid; Passed 4-1 (Parker Opposed)***

Town Administrator Gonano asked for Waste Pro to generate a price-increase notice for customers.

C) Community Development Block Grant (CDBG) Second Public Hearing – April 23, 2019 @ 5:00pm

David Fox was present to discuss the status of the CDBG application. Despite being sent to nine different engineering firms (along with reminder notices), only one response (Kimley-Horn) to the request for a detailed project description and cost estimate had been received.

***Motion made and second (Parker/Blakely) to accept Kimley-Horn’s proposal; Passed 5-0***

Additionally, ads will need to be placed by next Tuesday in the newspaper. Mr. Fox was looking for the Commission to name a Commissioner as liaison, which was acceptable with Attorney Walker, to work with him and Kimley-Horn to meet upcoming due dates.

***Motion made and second (Blakely/Roberts) to appoint Mayor Pro Tem Parker as water liaison; Passed 5-0***

David Fox wanted to schedule a second CDBG public hearing for April 23, 2019 @ 5pm.

***Motion made and second (Parker/Roberts) to schedule the second public hearing for CDBG purposes on April 23, 2019 @ 5pm; Passed 5-0***

An upcoming meeting will be set with David Fox, Kimley-Horn, and Town staff.

13. Town Commissioner Reports

* Commissioner (Seat #2) Parker – Mayor Pro Tem Parker wanted to see the Town submit for the 50/50 eligible grant held by the County for ballpark improvements. Also, he wanted to see improvements for the fire department bunkhouse. Mayor Pro Tem Parker has been researching water plant filtration systems capable of removing organics and drilling a new 10” well at the water plant. Thanks for support from fellow Commissioners and community while I’ve been Mayor for the past year.
* Commissioner (Seat #3) Burnett – Pleasure to be here. Water quality issues have been a problem, and the grant funding should help substantially. Disinfection Byproducts (DBPs) have been a constant problem and are not easy to fix. Burnett works with Florida Rural Water Association (FRWA) and other agencies, and the best idea might be to look at other municipalities to find solutions, but it won’t happen overnight. Burnett would like for all ideas to be brought forward at the meetings and be made public; and therefore compliant with Sunshine Laws.
* Commissioner (Seat #4) Blakely – Commissioner Blakely is glad that Commissioner Burnett is onboard with Mayor Pro Tem Parker, and we look forward to great water solutions, because clean water is important.
* Commissioner (Seat #5) Roberts – Thanks to Mayor Pro Tem Parker for serving as Mayor this past year. He’s heard from the Bypass people that the traffic lights will be installed within the next two weeks.

A recent trip to the ballpark indicated that ballpark improvements are needed soon. Commissioner Roberts related that the Town Commission had previously voted to build a recreation building (including a certified kitchen, being available for public rental, and to provide a post-disaster shelter with a generator for CPAP patients) at the ballpark using the County 50/50 matching grant funds. He asked Town Administrator Gonano who had removed the project from the Wild Spaces Public Places list and why it had been removed. Gonano answered that Commissioner Roberts is confusing two different WSPP funding sources: 1) monthly distributions of WSPP funds *(estimated at $2850/month)*, and 2) the 50/50 matching grant funds being held by the County *(estimated at $85,000)* and waiting for a project to be submitted. Further, the 2008 & 2016 WSPP project lists reproduced and presented last month to the Commission were projects which had already been approved by the Town and by the County Commission, and they had nothing to do with the 50/50 matching grant funds.

Answering Cheryl Roberts, Town Administrator Gonano related that the ballpark recreation building had been voted on by the Town Commission to add it as the third item on a capital improvement list, but it had never been submitted to the County for funding. Mayor Aufmuth recalled that the recreation building was still waiting for project specifications (cost, location, etc.) to be put together. Mayor Pro Tem Parker correctly remembered that the project had been placed in third position, following fire department improvements and town hall renovations (not fifth place as suggested by Commissioner Roberts).

The CDBG funds could not be used for the fire department, as the majority of the beneficiaries of any such improvement would be located in unincorporated Alachua County; outside of the Town limits. Additionally, Gonano reminded the Commission that the fire house improvements go beyond creating additional bunkhouse space; there are roof issues, and public restrooms to consider, as well. Mayor Aufmuth reminded the Commission that conceptual drawings had been completed by Jones Edmunds, engineers.

***Motion made and second (Roberts/Blakely) to replace the roofs on the ballpark dugouts. Motion and second withdrawn.***

Mayor Pro Tem Parker thought that Commissioner Roberts should devise a plan to repair and maintain the ballpark; and Town Administrator Gonano suggested that the ballpark be evaluated in its entirety and a plan be implemented to perform all necessary repairs. Commissioner Roberts agreed, and he will meet with Gonano and public works to come up with a ballpark repair list.

14. Mayor Aufmuth Report – Mayor Aufmuth welcomed holding visionary workshops for the purpose of receiving resident input. Thank you for your support.

15. Adjourn 9:35pm

**MINUTES APPROVED:**

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

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**Joseph Aufmuth, Mayor Debbie Gonano, Town Clerk**