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**Town Commission**

**Minutes Regularly Scheduled Meeting**

**Tuesday • June 11, 2019 • 7:30pm**

1.Call to Order: 7:30pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Joseph Aufmuth, Mayor Absent with notice
* Timothy Parker, Mayor Pro Tem Present
* Ed Burnett Present
* 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 May 14, 2019

 C) Review and Acceptance of Financial Transactions and Reports

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

5. Guests

6. Citizen’s Forum

A) Beth Allerton *(Gainesville),* former Micanopy Librarian, accompanied by Sally Stein and Aquay Tolliber, spoke on behalf of the Micanopy Tutor Program. Town Administrator Gonano had spoken with the tutor program personnel about maintenance and cleaning the new carpeting installed upstairs. Sally Stein had brought the matter up to the tutor board and Beth Allerton presented several counter points: 1) the rooms are vacuumed each day, 2) the students remove their shoes upon entering the upstairs area, 3) the library has no control over who enters the upstairs space, 4) the seniors flock upstairs, and 5) outside repair people use the space. Ms. Allerton felt that cleaning the new carpeting annually would suffice, and Town Administrator Gonano agreed, as that is what was suggested. Additionally, Ms. Allerton pointed out that some of the carpet stains had been generated by the plumber when removing the faulty cast iron pipes, and Gonano agreed. The tutor board had authorized $250/year for carpet cleaning, which they presented as being 50% of the average estimate of cost to clean the upstairs carpeting.

***Motion made and second (Burnett/Roberts) to discuss carpet cleaning.***

Answering Mayor Pro Tem Parker, Town Administrator Gonano replied that there are about 40 children using the upstairs tutor space every day. Comparatively, about three seniors use the space on any given day. It’s been heart breaking for staff to see how dirty the carpet has gotten in a few months’ time. Answering Commissioner Roberts, Ms. Allerton stated that the dance room is only used to store and have access for books and that the younger children use the computer room. Gonano replied that the tutor program uses the activity room, computer room, all the hallways, and restroom entrances. Town Administrator Gonano felt that the tutor program should bear at least a part of the expense to clean the carpeting, but she would leave the decision for the Commission to make. Ms. Allerton asserted that some of the stains were a result of glue seeping through the carpet tiles, but Gonano replied that she and David had inspected the tiles, which was possible along the edges; but the rubber backing would prevent glue from seeping through the center of the tiles. Forgetting that Town Hall staff observes Christmas break as a paid holiday, the tutor program suggested that they should not be responsible for maintaining the building and that the carpet cleaning be performed during that time period when the children are off for the week. Town Administrator Gonano summarized that the carpets need a regular routine cleaning and wanted to know how the Commission wanted to approach that.

***Motion made and second (Roberts/Burnett) to split the annual carpet cleaning expense 50/50 with the tutor program; Passed 4-0***

 B) Bud DesForges *(554 NW Seminary)*

1) Bud DesForges announced that the Museum would sponsor a fish fry on July 4th, starting at 9:30am and lasting until sold out. Any help in spreading the word is appreciated.

2) Bud DesForges thought it would be a great opportunity for the Town to petition the State to acquire the CR234 bypass property (east portion of parcel #16811 between CR234 and Micanopy Town limits) in addition to speaking to the County about acquiring the CR234 entrance triangle. With expansion, the bypass parcel could possibly be used for a new water plant. Attorney Walker offered to contact the State DOT to inquire about the process and availability of the bypass property in addition to writing a letter to the County requesting that the County declare the CR234 entrance triangle as surplus property and convey ownership to the Town.

***Motion made and second (Blakely/Roberts) for the attorney to send a letter to the County requesting transfer of the CR234 entrance triangle to the Town; Passed 4-0***

7. Citizen Board and Committee Reports

 A) Planning & Historic Preservation Board (P&HPB) of May 28, 2019

Chair Fro Warren was present at the meeting and gave a report on the following four public hearings and update on the Comprehensive Plan:

1) Reroof shingle for shingle on Cholokka Blvd. - approved

2) Lot Split on NW Seminary Avenue - approved

3) Variance on Tahota Road – approved, with conditions

4) Art Gallery Sign Permit in downtown historic area of Cholokka Blvd. – approved two signs, but applicant will return with additional information for third sign and survey for outdoor café area

5) Comprehensive Plan, which will be discussed this evening

Mayor Pro Tem Parker asked questions about the lot split and property lines. While Chair Warren was detailing the information, P&HPB Member Grace Fuller replied that “when the Town came back in and realigned the lines, that all the property lines shifted to the west.” Town Administrator Gonano clarified that the Town does not set or reset property lines.

 B) Tree Committee

Committee Member, Paul Cohen, was present and discussed making a tree pamphlet and a website. Additionally, Mr. Cohen said that the Tree Committee thought it was a good idea that Duke was contacting residents prior to trimming the lines.

8. Public Hearing

A) Application No. CPA 19-01 (Evaluation Based Amendments to the Comprehensive Plan): Consideration of an application by the Town Commission to amend the text and Future Land Use Plan Map of the Comprehensive Plan, based upon an evaluation completed by the Town, to reflect changes in state requirements pursuant to section 163.3191, Florida Statutes, as amended.

Scott Koons, Executive Director, North Central Florida Regional Planning Council was present to discuss the review, evaluation, and update of the Comprehensive Plan, as State mandated at least once every seven years. The process has been completed and been through the Planning & Historic Preservation Board (P&HPB) public hearing process which resulted in the Board’s recommendation to adopt the proposed amendment. Tonight’s public hearing is considered a Transmittal Public Hearing where the Commission will hear public comments and then authorize the transmittal of the document to the Department of Economic Opportunity (DEO) and other State and regional review agencies. Following review and revisions from the various agencies, the amendment will come back to the Commission for a second consideration and then sent back to the State agencies for final compliance review. The amendments are basic housekeeping updates and include changes to location and buffering of electric substations, housing element identifying extremely low and low-to-moderate household income needs, and revisions to ensure consistency in the public school element. Town Administrator Gonano asked about the procedure to incorporate changes suggested by the P&HPB, but not included in the document being considered at tonight’s meeting. Mr. Koons replied that the Commission can make a motion to authorize transmission of the draft proposed amendments incorporating the changes. Answering Chair Warren’s questions, Mr. Koons reiterated that the P&HPB and Commission will be able to make subsequent revisions in conjunction with the second public hearing.

Mayor Pro Tem Parker opened the hearing for public comment.

1. Public Comments in Favor of CPA 19-01

Grace Fuller *(751 NW Seminary)* asked how the public has been made aware of the document, and Town Administrator Gonano replied that proposed amendments have been advertised, per state statute, in the newspaper and are available at Town Hall upon request. Stoney Slayton *(104 NE Seminary)* requested a copy of the document, and Town Administrator Gonano replied that she will email a copy.

1. Public Comments Opposed to CPA 19-01

No opposing public comment.

 3) Close Public Comment for CPA 19-01; thereby closing the public hearing

9. Town Attorney Report

A) Ordinance No. 2019-03 Comprehensive Plan Amendment (CPA 19-01) – First Reading and Approval of Comprehensive Plan Evaluation Based Amendments Transmittal to the Florida Department of Economic Opportunity, the State Land Planning Agency.

Attorney Walker read Ordinance No. 2019-03 by title only.

***Motion made and second (Blakely/Burnett) to approve Ordinance No. 2019-03***

Town Administrator Gonano reminded the Commission that the motion needed to include approval to transmit the document to the DEO, as well.

***Motion revised and second (Blakely/Burnett) to approve Ordinance No. 2019-03 and transmittal of the amendment to the Department of Economic Opportunity; Passed 4-0***

B) Occupational Licenses

Despite Town Administrator Gonano’s recommendation to collect delinquent occupational license fees, costs, attorney fees, and penalties thorough the code enforcement process as previously suggested by Attorney Stephen Lee, Attorney Walker recommended that the Town hire the Florida League of Cities to collect these debts.

***Motion made and second (Roberts/Burnett) to use the Florida League of Cities to collect these debts; Passed 4-0***

C) CC&A Process

Attorney Walker will provide a template used by other communities to rank engineers on our approved list.

10. Town Administrator Report

 A) Preliminary Annual Budget 2019-2020

Town Administrator Gonano presented a preliminary budget and comparative analysis for upcoming fiscal year 2019-2020. At next month’s meeting, the Commission will have to vote on acceptance of the roll-back rate. If the roll-back rate is accepted, the ad valorem tax rate can always be lowered, but never raised. Gonano encouraged Commission members to call her with any millage and/or budgeting questions.

11. New Business

12. Unfinished Business

 A) Paul Stresing, Architect – Fire Department Renovations

Mayor Pro Tem Parker had forgotten to invite Mr. Stresing to the meeting, but Parker read the *Opinion of Probable Cost* of fire station renovations totaling $441,750 (with a metal standing seam roof), which had been submitted by Mr. Stresing to the Town. Ed Burnett suggested that we plan a workshop to discuss fire station renovations. Under pressure from Mayor Pro Tem Parker to hold a special meeting, Attorney Walker explained that a vote cannot be taken at a workshop; however, a vote can be taken at a special meeting. Commissioner Burnett wanted only to discuss the topic; not vote on it at this time. Attorney Walker said that the two processes to get professional architectural advice is to either open a bid or piggy-back on a municipality already having performed the selection process, thus allowing the Town to quickly enter into a contract. The Mayor Pro Tem reported that cost estimates on a previous expanded plan *(submitted by Jones Edmunds in 2013)* were $1.5 million *(however the Opinion of Probable Cost was actually $880,000)*; and he thought Mr. Stresing’s estimate was more reasonable.

***Motion made and second (Burnett/Roberts) to plan a workshop to discuss fire station renovations; Passed 4-0***

The workshop was set for Tuesday, June 18 @ 6:30pm.

 B) Water System Improvements

Town Administrator Gonano reported that she and the Mayor Pro Tem had met this morning with the DEO for a water plant site visit related to the CDBG grant application. The DEO representative lead the Town to expect a CDBG grant award. Meanwhile, Gonano had been corresponding with both Florida Rural Water Association (FRWA) and US Water to resolve disinfection byproduct issues (DBPs). Mayor Pro Tem Parker reported that there was discussion at this morning’s meeting about adding a hydrogen peroxide tank to lower DBP levels along with the well-drilling process; however, Town Administrator Gonano clarified that the DEO remained non-committal about allowing changes to the CDBG application once it had been submitted. Any changes might have to be self-funded projects. Additionally, FRWA had suggested the addition of automatic flush valves; the Town currently flushes about 350,000 gallons/month, but FRWA is recommending double that amount. Chloramines (ammonia) is being suggested as a short-term solution, along with flushing; whereas, hydrogen peroxide is being suggested as a long-term solution.

 C) Duke Energy LED Street Light Conversion Proposal

Mayor Pro Tem Parker presented the Duke Energy LED light installation proposal (replacing high pressure sodium (HPS) street lights) which had been submitted in January, reviewed by the P&HPB, and recommended to the Commission by the P&HPB. Gonano remembered that Duke had explained in February that the $66.72 increase in rental costs would be offset by LED light power savings. Bud DesForges questioned how that would be possible if the street lights aren’t metered; Gonano admitted that thought had never occurred to her. *(When the question was put to Duke after the meeting, it was explained that the long-term energy consumption would offset future rate increases due to fuel and energy costs.)* Answering Stoney Slayton, Duke had not offered any incentives for decorative poles or fixtures. Bud DesForges summarized that we’ll have better light, all the time with the new fixtures

***Motion made and second (Roberts/Burnett) to accept the Duke Energy proposal to install LED lights in Micanopy at a rental cost of $1306.09/month; Passed 4-0***

13. Town Commissioner Reports

* Commissioner (Seat 2) Parker – Mayor Pro Tem Parker spoke about the Museum fish fry. Additionally, he was happy to hear about the fire station and water system upgrades. Parker spoke about small unit sewer system plants perfect for small communities and which would fit on a small lot; he wants to explore sewer lines and new water lines. Glad to see us moving on LED lights. He was happy to be in the hot seat tonight.
* Commissioner (Seat 3) Burnett – Commissioner Burnett summarized that the fire station estimate at $440,000 is a lot of money, and he was in favor of fixing the roof in the meantime. Additionally, he was looking forward to ball park improvements.
* Commissioner (Seat 4) Blakely – Commissioner Blakely shared information dealing with septic tank systems, especially the new nitrogen-reducing septic systems. He reported that the average new residential septic tank costs $6000 and suggested that we seek grant applications for septic tank replacement.
* Commissioner (Seat 5) Roberts – Commissioner Roberts wanted to get some prices to replace existing street signs which would contain both the street numbers and Indian names. Additionally, he and Gonano had assessed ball park needs including standing seam roofs on the concession stand and dugouts. Commissioner Roberts remembered that the Town had previously tried to get the State to deed the CR234 property to the Town, but had no success.

14. Mayor Aufmuth Report – Absent.

15. Adjourn 9:22pm

**MINUTES APPROVED:**

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

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