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Town Commission

**Tuesday • November 12, 2019 • 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 Absent
* 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
* Andrea Parker, Town Attorney Present

4. Consent Agenda Approval

 A) Agenda Approval

B) Minutes of Regular Meeting of October 8, 2019

 C) Review and Acceptance of Financial Transactions and Reports

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

5. Guests

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

Carolyn Wallace detailed programs happening at the library including an upcoming owl presentation, planned activity to make ornaments, Star Wars party with Sphero robots, announced the installation of baby changing tables in the library restrooms, and library holiday hours.

B) Claudia Larson, President & Lot Chairman, Micanopy Historic Cemetery Association (MHCA)

Claudia Larson of the Micanopy Historic Cemetery Association (MHCA) which was formed in 1905, presented some information about the group’s ownership of the cemetery, formation including seven trustees on the Board, not-for-profit 501(c)(13) status, members being those people owning burial plots in the cemetery, quarterly and annual public meetings, upcoming cemetery tree trimming, remaining limited plot availability, and the need to computerize Cemetery Association records. An upcoming concern is that there are only twelve remaining burial plots on existing cemetery-owned property and Claudia asked if the Town was interested in expanding the cemetery. Town Administrator Gonano reported that the Town owns adjoining acreage *(over 4½ acres).* Claudia reported that the Town would need to commit those sections to the MHCA and then they would need to be developed for future burials. This will be put on the December agenda.

6. Citizen’s Forum

A) Bud DesForges *(554 NW Seminary Road)* voiced his concern about: 1) the buzzard issue, and 2) Duke power pole replacement. Duke is installing new poles, but leaving the existing poles containing the phone lines. Town Administrator Gonano will contact the utility companies to get additional information.

B) Bill Harlan *(President, Micanopy Historical Society (MHS))* reported that the Micanopy bicentennial is quickly approaching *(2021)*, that merchants and citizens have already been organizing, that MHS would like to be included in any upcoming planning to be done by the Town to acknowledge the anniversary, that MHS wants to coordinate with the Town, and that they can contribute archival information and volunteer hours for the event.

C) Chris Stokes *(Bishop, New Beginnings Christian Worship Center)* reported that the Willie Mae Stokes Community Center continues to hold food distribution each Monday, holds afternoon programs, and on November 23rd from 10am-2pm will sponsor *Feed Micanopy* by serving Thanksgiving dinners; the event is free and open to the public. Last year, the Community Center served 164 meals and is hoping to increase the number of meals served this year. On December 7th *Community Date,* celebrating the Community Center’s first year, will be held with a full day of planned activities including music, a bounce house, and a silent auction fund raiser benefiting the Center’s programs. Bishop Stokes asked for this information to be included in the Town’s monthly email distribution list. Additionally, Bishop Stokes reported that the Center had booths in both the McIntosh 1890 Day and Micanopy Fall Festivals. In conjunction with the McIntosh festival, the *McIntosh Gazette* ran an article about the Community Center’s mission and celebration of its first anniversary. Bishop Stokes thanked all for the support.

D) Holly Morris *(712 NE Cholokka Blvd.)* Reported that Father Les Singleton is retiring and officiating his last service on Sunday, November 24th. Mrs. Morris asked that the Town recognize Father Les’ many contributions to the community. The Town will prepare a proclamation acknowledging his retirement and service to Micanopy.

7. Citizen Board and Committee Reports

 A) Planning & Historic Preservation Board (P&HPB) of October 22, 2019

Chair Fro Warren was present at the meeting and gave a report on the following:

1. CR234 Entrance Triangle – the P&HPB will discuss the issue again at its November meeting
2. Accessory Building Recommendations – the electronic version was received and is being reviewed
3. Old *Save Way* Derelict Building – the Board will recommend that the issue be sent to Code Enforcement. Gonano answered that Code Enforcement’s actions are restricted by the Code of Ordinances *(Sections 5-20(a)&(b) and Section 20-2)*. Unfortunately, the Town can’t legislate ‘ugly.’ The Town can only address areas enforced by the code. The building and lot were assessed by Code Enforcement in 2017 and brought into compliance by the owner at that time.
4. Airbnb
5. Chair Warren will add the bicentennial celebration and cemetery report to the upcoming November agenda.

 B) Tree Committee

Paul Cohen reported that the Tree Committee had a meeting on October 16th. Additionally, he has been in contact with Lacy Holtzworth regarding the County providing a tree for the Arbor Day celebration. Plans to plant a tree in the area between the post office and fire station might be questionable, as Commissioner Roberts explained that area had previously been designated as an emergency helicopter landing area by the fire department. Paul will speak to the Fire Department.

8. Town Attorney Report

A) Buzzard Removal permit

Attorney Parker reported that the only legal way to remove buzzards is by obtaining a permit. Unfortunately, if the Town were to legally relocate the buzzards from the water tower, that would likely make neighboring properties suffer more. Bud DesForges answered that he will obtain a removal permit.

 B) Ordinance No. 2019-04 Second and Final Reading Occupational License Tax (Business Tax Receipts)

Attorney Parker performed the second and final reading on Ordinance 2019-04 Occupational License Tax by title only. Town Administrator Gonano explained that revision of the occupational license ordinance was necessary to add the fee for Occupational Licenses: Insurance, which was passed by the Commission at the August 2019 meeting based on the recommendation of Attorney Parker.

***Motion made and second (Blakely/Burnett) to approve the second and final reading of Ordinance No. 2019-04 for Occupational Licenses; Passed 3-1 (Roberts opposed)***

 C) Resolution 2019-18 Fee Schedule

Town Attorney Parker presented and read a resolution incorporating a new fee schedule adding a fee for the *Occupational License: Insurance* category relative to the passing of Ordinance 2019-04. Commissioner Blakely again balked at some of the fees listed on the fee schedule. He questioned the listed permitting fees for fence, special event, special and special use, and septic tanks; fees for a variance; residential water hook-up fees; and meter test charges. Town Administrator Gonano answered that she had prepared a list of corresponding locations in the Land Development Code (LDC) and Code of Ordinances for all fees listed on the fee schedule for the P&HPBs discussion of this topic at their September 24th meeting, and she offered to provide a copy of that document to the Commission. Additionally, at that P&HPB meeting, the Board had agreed that these fees were very reasonable and made no changes. Attorney Parker clarified that, unlike the last time the resolution came up for a vote for solid waste fee increases, the only item changing on the current schedule is the addition of the *Occupational Licenses: Insurance* category.

***Motion made and second (Burnett/Blakely) to approve Resolution No. 2019-18 Fee Schedule; Passed 3-1 (Roberts opposed)***

Commissioner Blakely requested a workshop to discuss the matter, and Town Administrator Gonano will work with the Mayor to add this item to the December agenda for the purposes of calling a workshop in January.

9. Town Administrator Report

A) Community Development Block Grant (CDBG) Administration and Engineering Awards

 Forgetting that the Commission had taken a vote at the October 8, 2019 meeting, Gonano asked for, and received, a votefor acceptance of the administrative and engineering proposals.

***Motion made and second (Burnett/Roberts) to approve the Fred Fox Enterprises, Inc. administrative proposal and Kimley-Horn engineering proposal; Passed 4-0***

10. New Business

A) Board Member Term Expirations

 Town Administrator presented names of four citizen board members whose terms are expiring at the end of December 2019 and asked the Commission if they would like to send renewal applications to them. Once the applications are received back, the Commission will vote on the appointments in December.

 1) David Massey, P&HPB

 2) Fro Warren, P&HPB

 3) Paul Cohen, Tree Committee

 4) Buddy Barnard, Code Enforcement Board

***Motion made and second (Roberts/Burnett) to send renewal applications to the four board members whose terms expire in December 2019; Passed 4-0***

Town Administrator Gonano related that there are vacancies on the Tree Committee and Code Enforcement Board for those citizens who might be interested in applying for appointment.

B) Proclamation: November is Prematurity Awareness Month

 Attorney Parker read a proclamation declaring November as *Prematurity Awareness Month* urging residents of the Town to raise public awareness of the problems associated with premature births.

11. Unfinished Business

 A) Ballpark Improvement Project

Town Administrator Gonano reported on the following ballpark projects:

1) Roofs – To be completed by the end of this week.

2) Playground Equipment – Ordered and awaiting delivery in about eight weeks.

3) Playground Surface – Liability of various traditional surfaces.

Attorney Parker had been asked to investigate the liability exposure which might be caused by installing a traditional (sand, sod, dirt, mulch) playground surface. In response, she had accumulated ASTM F1292 injury testing method data dealing with appropriate playground surfaces for equipment fall heights *(8’ critical fall height required for the new playground equipment ordered)*, including pea gravel *(9” only protects to a fall height of 5’)*, sand *(9” only protects to a fall height of 4’)*, recycled shredded rubber *(6” protects to a fall height of 10’)*, wood mulch *(12” required)*, and wood chips *(9” protects to a fall height of 10’)*. *(A previous estimate received for mulch from the equipment vendor required 1376 sq. ft. of mulch to be applied at a depth of 12” for the equipment ordered.)* A landscape timber kit would be needed to contain the material. If the entire playground were to be covered including existing playground equipment, additional surfacing materials would be required. Mayor Pro Tem Parker favored the pea gravel for drainage purposes over mulch. Commissioner Burnett provided information about a sustainable *play-safe* melaleuca mulch, which is being widely used for playground surfacing because it resists decay, bugs, and floating. The Commission wanted the Administrator to obtain pricing for non-CCA mulch. Any loose-fill playground material would require regular maintenance and periodic replenishing.

B) Request for Proposal (RFP) – Basketball Court Renovation at Firehouse Playground

No responses had been received to the RFP *(FRDAP grant funds have a due date of April 30, 2021)* which had been issued in August and closed in October, Town Administrator Gonano asked the Commission if they wanted to simplify the four-page document; possibly move specifications to a requested bid package? Gonano reported that she had received contractor contact information from Fred Fox and other Alachua County municipalities when the RFP had been issued in August. Town Administrator Gonano will work with Attorney Parker to reissue the RFP, and both Commissioners Roberts and Burnett offered to send additional contractor contact information. The $50,000 FRDAP grant includes basketball court demolition and construction, playground equipment, landscaping, trash receptacles, and picnic facilities.

12. Town Commissioner Reports

* Commissioner (Seat 2) Parker – Spoke about the possibility of obtaining grant funds to install a water treatment plant and to replace water lines.
* Commissioner (Seat 3) Burnett – Asked about the FRDAP Grant firehouse playground scope of work and brought up recent noise complaints which he had received regarding vehicle stereo systems.
* Commissioner (Seat 4) Blakely – Reported that he had attended the Alachua County meeting regarding upcoming options for a countywide septic tank ordinance to address new and modified septic systems.
* Commissioner (Seat 5) Roberts – Spoke about the possibility of the Town using *Green Gobbler*, a vinegar-based weed killer, in lieu of *Roundup.* Town Administrator Gonano answered that the Town uses *Roundup* sparingly, and never around the playground or like areas.

13. Mayor Aufmuth Report – Mayor Aufmuth was absent due to illness.

14. Adjourn 9:03pm

**MINUTES APPROVED:**

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

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