Town of Micanopy

Town Commission

Minutes Regularly Scheduled Meeting

 Tuesday • November 11, 2018 • 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
* Virginia Mance Present
* Mike Roberts Present
* Troy Blakely 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 October 9, 2018

 C) Review and Acceptance of Financial Transactions and Reports

***Motion made and second (Roberts/Aufmuth) to approve the minutes and financial reports as submitted; Passed 5-0***

5. Guests

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

The upcoming Grow Gainesville topic is growing herbs; holiday card making happens in December; the 3D printer will be available in December; and a reminder that the library is closed on Thanksgiving.

6. Citizen’s Forum

 A) Sandy Tyson was complimentary of the fall decorations at Town Hall.

B) James Hamlin had questions regarding the quality of the water, and he felt that the quality of the water fluctuates and had overall declined. Mayor Parker explained that the Town had recently completed renovations of the water plant. Town Administrator Gonano added that the water plant improvements had just been completed at the beginning of October and that minor adjustments were still being made to enable the controls to work efficiently together. Admittedly, a GFI outlet controlling the chlorinators had tripped in the last day probably leading to some of the issues being discussed at tonight’s meeting, but the Town Administrator felt that issues are being resolved and that the system would be running at optimal performance shortly. The system is in compliance with Department of Environmental Protection (DEP) standards. As such, water is tested daily by US Water Service, the water operator, and other testing is performed monthly, as per DEP instructions. A Public Water Notice mandated by the DEP because of reporting errors had been both emailed and mailed to water customers on September 27. A similar notice, also mandated by DEP, had been sent in September 2015. Mr. Hamlin wanted to know how the Commission was dealing with the issue. Because town staff are not water professionals, Town Administrator Gonano suggested to Mr. Hamlin and other concerned water customers that they should call the DEP, per instructions on the notice, to get answers to their questions.

 Joyce Fitzgerald complained that the water had caused a pink ring in her toilet bowl, which later turned to a black stain. Commissioner Mance recommended that Town Administrator Gonano ask the public works crew to check the blow off timers and manually manipulate the blow offs, which serve to clean stagnant water, especially at the end of distribution lines. Carol Young complained that the water smelled awful and wanted to know when water customers would see relief on this issue. Mayor Parker answered that the chlorinators were functional and customers should see relief soon.

 Dakota Johnson agreed that the water smelled like Sulphur. Further, he stated that he knew for a fact that ‘used’ water pipes had been installed and had never been changed. Mayor Parker countered that he didn’t know how that could happen. Town Administrator Gonano replied that she had also heard that rumor, but common sense would imply that the rumor couldn’t be true: 1) once installed, why would a municipality dig up pipes unless they were defective, 2) why would another municipality buy defective pipes, and 3) how is it even possible to dig up pipes and keep them intact and unbroken once they had been laid. She had been told that it was more likely that unused surplus pipe might have been bought from another municipality, possibly Waldo. Commissioner Mance agreed with that scenario.

Commissioner Roberts thought that the water tank was purchased used from, possibly Hawthorne, in 1968. That information being unverified, the water tank is inspected annually and a Condition Assessment Report generated and reported to DEP. Possible leaks in the distribution system were brought up, but Gonano reminded the Commission that Florida Rural Water Association (FRWA) had metered the water plant for leaks in 2015 and found the distribution system to be intact. Town Administrator Gonano summarized that the minor equipment adjustments were complete, the distribution system was clean, and there were no leaks. Further, our water plant operates and complies with strict DEP standards.

 Grace Fuller stated that she is familiar with Florida water smelling like Sulphur, but expressed concern that the water is only tested once/month. Town Administrator Gonano corrected the misstatement, as the water is checked daily by the water operator, while other testing is performed monthly.

 Ed Burnett *(who has a Class D water operator license and works in a federal facility)* claimed that the Town water chlorine levels were not up to DEP standards producing high levels of hydrogen sulphide, rust, and iron. Additionally, he believed that the water in the tank could produce legionella and coliform bacteria; and adding too much chlorine produces high levels of disinfection byproducts. Mr. Burnett stated that proper levels of chlorine would produce a chlorine smell in the water and the lack of a chlorine odor in the water meant that either the water operator or public works is not doing their jobs. Gonano answered that the water plant is a 6/day week plant and, as we are in compliance with DEP standards, she believed that the system is being monitored correctly by US Water Service. Further, if the water is as bad as Mr. Burnett thinks it could be, surely years’ of testing per DEP standards would have produced at least one report not meeting DEP’s strict standards. Mr. Burnett expressed that since the water plant renovations, the quality of the water has diminished. Gonano suggested that Mr. Burnett should contact DEP directly to have his questions answered, and she offered to forward on an email from Mr. Burnett to her contacts at DEP when he countered that previous calls he had made to DEP hadn’t produced the answers that he expected from DEP.

 Mayor Parker asked about the number of water users who had called Town Hall to voice concerns about water issues, and only one customer had called to report a problem. Other water customers had used social media, but Town staff does not monitor social media because of Sunshine Law considerations.

 The Town Administrator wanted Town residents to know that the Town staff members are not professional water operators or experts; however, staff is pleased, to the best of their knowledge, to serve water customers with their concerns and issues related to water quality. Staff is here to help resolve any problems and make the situation right. Bud DesForges suggested that the Town might want to have the water independently tested.

C) Holly Morris asked about the status of the pergola, and she was answered that the project has been put on hold because of the high costs of the estimates that had been received for the project.

D) Elizabeth Boothman wanted to know if micanopytown.com was the official Town website and if townhall@micanopytown.com was the official email address, and was answered yes. Ms. Boothman suggested that residents contact Town Hall through the official email address, as Town Hall does not monitor the Micanopy social media page. Carol Young agreed that the privately owned site is often mistaken as an official municipal site. Elizabeth Boothman offered to direct comments from citizens through the correct official channels. Grace Fuller commented that the social media account is a digital way for neighbors to interact.

7. Citizen Boards and Committee Reports

 A) Planning and Historic Preservation Board

Town Administrator Gonano read from a report summarizing the October 23rd meeting prepared by Chair Warren, who was absent from the meeting: 1) primary vs. accessory buildings were discussed, 2) the Floor Area Ratio (FAR) was discussed, and 3) the sign code was discussed.

 B) Tree Committee, Committee Member Paul Cohen – Absent

8. Town Attorney Report

 A) Tax Management Associates (TMA) Memorandum of Understanding (MOU)

Ed Crapo, the Alachua County Property Appraiser, presented and explained a proposed agreement with TMA, in which he requests 100% participation from all Alachua County municipalities and other taxing entities. Under such an agreement, the Property Tax Appraiser’s office does not receive any tax collected. Commissioner Mance had prepared a list of questions regarding the agreement for which Mr. Crapo was present to answer. Mr. Crapo explained that the proposed agreement was for the purpose of hiring TMA, an outside contractor, to perform searches on Alachua County property owners suspected of claiming unwarranted homestead exemptions. Mr. Crapo explained that TMA, a privately-owned company, has access to a large electronic database and credit bureau information to which the Property Appraiser doesn’t have access. Additionally, Mr. Crapo doesn’t have the staff to handle the process; and financially it wouldn’t make sense to hire the seasoned investigators he would need to complete the seasonal work. The Property Appraiser explained that TMA will work under the direction of his office as an extension of his staff and will present a list of recommended property felt to be falsely claiming exemptions. The process will not cost the Town of Micanopy any money; and TMA will receive 30% of only back taxes collected established by millage rates. The law allows for a 10-year back tax debt collection period, but Mr. Crapo wanted to pursue only a three year back-tax period. Mr. Crapo estimated that 1½ % of property owners are claiming unwarranted homestead exemptions; approximating that with 150 homesteaded properties, statistically Micanopy might have only 2 properties claiming unwarranted homestead exemptions. Commissioner Mance asked about personal property tax, and Mr. Crapo explained that only businesses pay personal property tax and Mr. Crapo plans to personally select and review businesses for audit. Commissioner Mance asked for the Town of Micanopy to be made aware of any future modifications to the Property Appraiser/TMA agreement, and Attorney Walker will attach a letter requesting same. Town Administrator Gonano pointed out that the amount of consideration being put into all the aspects of this agreement might not be worth the insignificant amount of money to be generated from such few parcels of property. Commissioner Aufmuth expressed support for the Property Appraiser’s initiative in collecting unpaid back taxes for the citizens of Alachua County and complimented Commissioner Mance for detailing a list of questions which allowed the Commissioners to better understand the agreement into which they were entering.

***Motion made and seconded (Aufmuth/Roberts) to accept the Tax Management Associates (TMA) agreement as presented; passed 5-0***

9. Town Administrator Report

10. New Business

 A) Annual Holiday Party

 Town Administrator Gonano asked the Commission if they were interested in hosting the annual Christmas party prior to the next meeting; and the Commission decided they were interested.

 B) Long-Term Water Plant Goals

 Mayor Parker asked Town Administrator Gonano regarding progress concerning the submersible stuck in Well #2 and what progress had been made concerning the situation. Gonano reported that she had been in contact with FRWA to clarify the required buffer distance between a new well site and nearby residential septic systems as 200’. Using that information, she had applied the 200’ buffer to existing Town-owned property where a new well might be drilled: 1) current water plant site, 2) Town Hall parcel, 3) MNAHP property, 4) ballpark property, and 5) Micanopy cemetery property. The FRWA engineer had suggested acquiring a new parcel on the northeast side of Hwy. 441 and CR234 for a possible new well site. Additionally, a well driller had suggested using a rust dissolver or lubrication in the casing to free the stuck submersible. The final option is to re-drill the existing well.

 C) Town Hall Maintenance

Town Administrator Gonano summarized that some well-needed maintenance was in the process of being completed upstairs at Town Hall; including painting, spray painting of ceiling tile grids, and ceiling tile replacement. Based on estimates of costs presented, Town Administrator Gonano was asking for the Commission to approve $16,000 to complete the Town Hall upstairs maintenance project, including carpet square costs, complete ceiling tile replacement, purchase of 25 LED ceiling light fixtures, and restroom light fixtures and exhaust fans. Commissioner Roberts asked Gonano to contact Steve Elder for comparative carpet pricing.

***Motion made and seconded (Mance/Aufmuth & Blakely) to approve $16,000 to complete the Town Hall upstairs renovation costs; passed 5-0***

D) Request for Qualifications (RFQ) for Engineering Services Application – Kimley-Horn

Savannah Kirwan presented an RFQ engineering package from Kimley-Horn. Ms. Kirwan’s specialty is water resources, including water supply projects, water treatment plants, facility plans, etc. Kimley-Horn handles civil projects such as roadways, structural, planning, environmental, geo-tech, etc. Responding to Mayor Pro-Tem Aufmuth, Town Administrator Gonano replied that, although numerous phone calls were received, the Kimley-Horn proposal is the only hard copy RFQ response received to date. Commissioner Roberts commented that Debbie Preble, also from Kimley-Horn, had impressed him and done a lot of work for Archer. Ms. Kirwan stated that Kimley-Horn has a quality product working on large or small projects. Gonano reported that there is no deadline on the RFQ responses, but that the Town would start an approved list of engineers. Attorney Walker agreed that a list of submittals could be ranked, and eventually a contract could be entered into with a specific approved engineer. Attorney Walker stated that the RFQ could be closed at any time.

11. Unfinished Business

 A) Softball League

Two spokespersons for the softball group were present at the meeting. Sherry Haney and an unidentified woman stated that she had expected to receive a subsequent list of requirements from Attorney Walker, but had not received them. The woman complained about the hurdles and miscommunication from Town Administrator Gonano. Additionally, she stated that Gonano referred to their group as outsiders and wanted to receive a list of the players, which had been requested by the Commission. Additionally, she complained that the Town Administrator had told them that the Commission would not likely want them to advertise the team prior to being approved by the Commission and supplying the necessary insurance documents. She told the Commission that Town Administrator Gonano had been very rude to her and told her that the Commissioners had been calling the Administrator to complain about the group advertising the team prior to approval. Actually, Gonano had told her that a Commissioner had called her on several occasions complaining about use of the field by an unapproved group. Commissioner Mance answered that as previously explained, the Commission is responsible for ensuring that the interests of

the Town taxpayers are maintained, and that it is staff responsibility to take care of the particulars. Further Commissioner Mance stated that she trusted the staff implicitly. She stated that the Town looks for non-aggressive partners who will deal with the Town in a good manner. Additionally, if Town Administrator Gonano stated that a Commissioner had contacted her about an issue, she is telling the truth. Commissioner Mance asked for a list of references, which were requested last month. Ms. Haney stated that some of the items asked for on the list provided to them were going to be unavailable until they could get approval from the Babe Ruth League; at which time the season would start in January.

Mayor Parker wanted to know where this group had played previously, and they answered Wrigley Field in Citra and in Williston. Sherry Haney wanted to know where vinyl sponsor banners could be hung; and she was answered on the ballpark fence. The League will be responsible for maintaining the restrooms and concession stand, and they will repair/replace appliances as needed. Mayor Pro Tem Aufmuth summarized that some of the information requested by the Commission can’t be supplied until the Charter is received; but the Commission needs the information to make a decision. Mayor Pro Tem Aufmuth acknowledged that he had no information about this group or history with this group, and he agreed with Commissioner Mance that our responsibility is to the taxpayers of Micanopy. However, Mayor Pro Tem Aufmuth stated he will go out on a limb to support this effort, but that the group needed to realize that if something goes wrong, the program will likely get shut down. He warned the group to make sure that everything is solid, and that the Town needed a written agreement with the group to ensure responsibility.

Attorney Walker had checked with another recreational program to determine how they handle the situation. Babe Ruth League, Inc. eligibility requirements are: 1) registration with headquarters as per league regulation, 2) geographical boundaries are on file as per league regulation, 3) teams are covered by group accident insurance as per regulation, 4) teams covered by league liability insurance as per regulation, 5) filed team rosters as per league regulation, 6) filed league schedule as per league regulation, 7) conformed with team composition as per league regulation, 8) rostered managers and coaches are required to complete coaching education, 9) complied with state, regional, and local rules and regulations. Attorney Walker suggested allowing the group use of the field contingent on them fulfilling the requirements and putting on file all of the information required by the Babe Ruth League. The outstanding issues will be the charge for light usage and banner display.

***Motion made and seconded (Roberts/Blakely) to approve use of the ballpark as long as the group provides the needed insurance and that the group puts up a $300 deposit for the lights.***

Answering Commissioner Roberts, the group agreed to have the list of requirements ready prior to the December 11 meeting. But, it was mentioned again that the Babe Ruth League doesn’t accept applications until January.

Mayor Parker had been looking over the requirement list and wanted a written plan detailing how the park would be used and how the games would be set up, a copy of the Babe Ruth Handbook, a list of Board Members and volunteers. The group asked for, and received, permission to advertise formation of the league. Commissioner Mance wanted the electric charge incorporated into the motion. Duke Energy had already calculated the field lights charge at about $20/two-hour period for the use of one field. The Commission authorized the Town Administrator to give the group keys to the lights, concession stand, and restrooms, with a walk through to be provided by David.

Town Administrator Gonano offered an apology to the group for any past misunderstandings, as she sometimes finds herself in an awkward position trying to balance Commission directives with user requests. Commissioner Roberts acknowledged that he had asked the group to come to the Commission and get on the agenda and that he had called Town Hall regarding the unapproved field use. Commissioner Blakely recommended that the group encourage Tug and Tonya Huddleston to be on their Board. The scoreboards are on site.

***Motion to call the question (Roberts/Aufmuth); passed 5-0***

***Motion changed and seconded (Roberts/Blakely) to approve use of the ballpark dependent on the group being able to meet the Babe Ruth League requirements, that the proper insurance is provided, key deposit of $10, and that the group pays electric usage for the field lights at the rate of $20/night (based on the use of one field); passed 5-0***

 B) Gainesville Hogs Rugby Team Request for Field Use

The rugby team had not shown for the meeting. The Commission wanted a representative from the team to show up to discuss the matter. Mayor Parker asked the Town Administrator to invite the group to the December meeting and to let them know the cost of the electric use for the field lights. The Commission wanted Gonano to send a copy of the same list of requirements that had been sent to the softball league.

 C) Citizen Committee Term Expirations December 31, 2018

 1) Planning & Historic Preservation Board: Tom Brady, Ann Baird

 2) Tree Committee: Matthew Palumbo

 3) Code Enforcement Board: Stephen Elder

Town Administrator Gonano related that Tom Brady, Ann Baird and Stephen Elder had submitted applications for reappointment. An application from Matt Palumbo had not been received.

***Motion made and seconded (Aufmuth/Mance) to approve the three applications submitted; passed 5-0***

D) Sale of Parcel #16520-021-001 at 602 NW 7th Terrace

As requested at last month’s meeting, the Town Administrator had put the sale of the Town-owned parcel on the agenda for further discussion. Although copies had not been presented at the meeting, Commissioner Roberts and his wife stated that they had collected 57 signatures on a petition for the town not to sell the property. On a separate petition, Commissioner Roberts and his wife had collected 56 signatures on a petition that support building a facility with a generator capable of providing cooking facilities and bathrooms. Commissioner Roberts admitted that the building would not be a hurricane-approved shelter, but following a hurricane, it would be a place where people could cook, take a shower, or use their CPAP machines for sleep apnea, use electric for kidney dialysis machines, or for other medical devices. Additionally, the facility could be used for other gatherings. Commissioner Roberts reminded everyone that the County was holding $85,000 in WSPP funds for an approved project *(to date, there has been no project filed or approved with the County)* and that the Town would need to match $85,000 or the remaining balance for completion of the building or project. Commissioner Mance thought that this particular parcel, adjacent to the residential district, was not the proper place for a commercial building to be built and expressed her interest in selling the property. Mayor Parker reminded the citizens that the Willie Mae Stokes Community Center, which was financially supported by the Town of Micanopy, was already open as a community building.

Mayor Pro Tem Aufmuth summarized that the parcel is worth about $31,000, but he was in favor of holding onto the property for now. If in the future we needed to sell the property, we can always do that. Commissioner Blakely was in agreement. Bud DesForges spoke against selling the parcel because it was adjacent to the ballpark property. Grace Fuller was also in favor of not selling the property. Commissioner Roberts wanted to amend his motion to move the fence to the property line and fence the property off and include it with the ballpark, but Mayor Pro Tem Aufmuth would not support movement of the fence and thought that was a discussion for another time. So, Commissioner Roberts withdrew the amendment.

***Motion to call the question (Aufmuth/Mance); passed 5-0***

***Motion made and seconded (Roberts/Blakely) not to sell parcel #16520-021-001 at 602 NW 7th Terrace; passed 3-2 (Parker and Mance opposed)***

E) Lightning/Surge Protection Installation

Town Administrator Gonano informed the Commission that all the lightning and surge protection installation had been completed, except the surge protector for the main electric panel coming into Town Hall, which was on order and the job should be completed in the near future.

12. Town Commissioner Reports

* Mayor Pro Tem Aufmuth –

1) The Fall Festival was wonderful; compliments to the Fall Festival Committee.

2) It might be a good idea to have the water independently tested by a company not selling a product. Commissioner Mance was in agreement.

* Commissioner Mance –

 1) Presented a Hurricane Preparedness brochure for Commission review which had been prepared by the Mayor and Town Administrator. Mayor Pro Tem Aufmuth offered to send the Administrator a better flood map for inclusion in the brochure.

2) Commissioner Mance was headed south on Hwy. 441 at nighttime and found a car headed north in the southbound lanes, which had apparently come off CR234 bypass; she appreciates Commissioner Roberts’ efforts to have the County improve the intersection.

* Commissioner Roberts –

1) FDOT assures him that the funding for the lights at the intersection of Hwy. 441 and CR234 will be forthcoming from Alachua County.

2) Commissioner Roberts was planning to make a list of street lights which are out; also Town Administrator mentioned that there is a link on the Town website to report Street Light Outages ([***https://www.progress-energy.com/app/streetlightrepair/default.aspx***](http://www.progress-energy.com/app/streetlightrepair/default.aspx))

* Commissioner Blakely – Thank you to Bud & Dede DesForges for their involvement in the Fall Festival, Bud’s work on the Veterans Monument, and all that they do for the Town.

13. Mayor Tim Parker Report –

 1) The Fall Festival was good, but we need to have somebody take over the fish fry at the museum again. 2) The Mayor is glad that the ballpark will be in use again. There’s a list of requirements to be met, but he hopes that it all works out.

14. Adjourn 9:50pm

**MINUTES APPROVED:**

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

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**Timothy Alvin Parker, Mayor Debbie Gonano, Town Clerk**