 Town of Micanopy

MICANOPY, SEMINOLE CHIEF

Town Commission

Minutes Regularly Scheduled Meeting

 Tuesday • December 11, 2018 • 7:30pm

1. 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 Absent with notice
* Mike Roberts Present
* Troy Blakely Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Scott Walker, Town Attorney Present
* Rich Maltby, Town Attorney Present
* Andrea True, Town Attorney Present

4. Consent Agenda Approval

 A) Agenda Approval

 B) Minutes of Regular Meeting of November 13, 2018

 C) Review and Acceptance of Financial Transactions and Reports

***Motion made and second (Aufmuth/Roberts) to approve the minutes and financial reports as submitted; Passed 4-0***

5. Guests

 A) Richard Powell, CPA F/Y 2018 Final Audit Report Delivery

Richard Powell was present to deliver the final audit report. The audit opinion confirmed that the audit had been completed in accordance with auditing and governmental standards. The opinion confirmed a clean, unmodified opinion reflecting the highest level of assurance of the Town’s financial transactions and standing for the year. The Town had a financially successful year; ending the year stronger than at the year’s beginning. The General Fund shows total assets of $1,413,747, total liabilities of $13,813 and an ending fund balance of $1,399,934 (of which has unassigned funds of $957,707.) Total revenues for the year were $747,475 with expenses of $640,751, producing an excess of $106,724. The Enterprise Fund (Water and Solid Waste) shows total assets of $625,836, total liabilities of $34,164, and an ending fund balance of $591,672 (which contains unrestricted funds of $304,573). It is commendable that there is no debt in the water fund. Total Enterprise Fund revenues were $138,215 with expenses of $122,089, producing $16,126 in excess revenues. Despite having spent $212,664 in capital outlay expense, the water fund still ends the year with a healthy cash balance. Capital assets are about 50% depreciated, which is average for a city the size of Micanopy; but it’s highly unusual to have no debt. The Internal Control Letter contains no findings; the Management Letter contains no reportable findings in the current or prior years; and the Independent Account’s Report contains no findings. Mayor Parker thanked Mr. Powell. Mayor Pro Tem Aufmuth stated that the report is a great reflection of the staff.

***Motion made and second (Aufmuth/Blakely) to accept the audit report; Passed 4-0***

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

The traveling 3D printer is now available; movies will be shown during the school winter break; Lego space is still being held; movie time is moving from Wednesday to Tuesday starting in January; and the library is closed Christmas Eve, Christmas Day, and New Year’s Day and will close at 5:00 on New Year’s Eve.

6. Citizen’s Forum

A) Sandy Tyson complimented the Christmas decorations. Additionally, she reported that some older teens were in the firehouse playground; and Town Administrator Gonano added that several pieces of the playground equipment were broken off at the brackets. Plans are to order replacement brackets from the manufacturer.

B) Attorney Scott Walker introduced Andrea True, a new associate with Folds and Walker, who will be working with the Town. Andrea has been a lawyer for three years.

C) Jerry Morris reported that twenty members of the Benjamin Powell family had been in Town for a burial of a relative and had stopped to tour the Powell-Monroe House, #3 on the Historic Tour guide.

D) Raquel Vallejo asked about the status of the water notice. Town Administrator Gonano explained that the water notice was mandated by the Department of Environmental Protection (DEP) as a result of a reporting deficiency of the water operator. The water system maintains its compliance with DEP standards.

7. Citizen Boards and Committee Reports

 A) Planning and Historic Preservation Board, Chair Fro Warren

Chair Warren, reported that at the November 20th meeting, the P&HPB had reviewed Airbnb documentation, discussed accessory building regulations, and the Fall Festival.

 B) Tree Committee, Committee Member Paul Cohen

 Paul Cohen reported that the Tree Committee had met yesterday to work on the proposed tree brochure and questioned the definition of a specimen tree. Town Administrator Gonano thought that to avoid confusion, the definition and list of specimen trees in the proposed brochure should match that which is in the ordinance.

8. Town Attorney Report

 A) Attorney Rich Maltby announced that the firm is holding ethics training mandated for elected officials on December 17 from 4:00-8:00pm at their office in Newberry. Town Administrator Gonano related that her records indicated that Mayor Parker and Commissioner Mance had completed the required training, Mayor Pro Tem Aufmuth and Commissioner Roberts were in the process of doing so, and Commissioner Blakely related that he would attend the training in Newberry.

9. Town Administrator Report

 A) Chief Modican had submitted an estimate for repair of an air leak in the tanker truck in the amount of $1,188.51 and the Administrator had asked the Chief to obtain additional estimates for the repair.

***Motion made and second (Aufmuth/Roberts) to authorize repairs not to exceed $1200; Passed 4-0***

10. New Business

 A) Waste Pro Contract Expiration June 30, 2019 (90 Day Notice due by March 31, 2019)

The Town Administrator announced that the five year contract with Waste Pro will expire on June 30, 2019, but a 90 day notice is due by March 31, 2019. Gonano will work with Attorney Walker to create an RFP for solid waste service.

***Motion made and second (Aufmuth/Roberts) to put the waste contract out for bid; Passed 4-0***

 B) David Fox – 2017 & 2018 CDBG Grant Cycle & Greg Lang - Mittauer & Associates

David Fox of Fred Fox Enterprises, grant administrators, was present to report that the Town had not received funding for the 2017 CDBG Housing Rehabilitation grant. The Town’s score of 705.40 points fell short of being funded, with the lowest funded community having a score of 724.05. The Town lost 10 points as a result of, despite staff’s best efforts, not having volunteers come forward to serve on the Community Action Task Force (CATF); 60 points for not having Native American employees; and 25 points for not leveraging funds. David Fox wanted to know if the Town was interested in reapplying for the 2018 cycle. Greg Lang from Mittauer & Associates was present and working with Fox Enterprises for the purpose of establishing the Town’s interest in applying for a Neighborhood Revitalization CDBG grant in the upcoming cycle to replace the shaft and motor in Well #2 and possible solar panel installation. Mr. Fox explained that a Neighborhood Revitalization grant would follow the same filing procedure as the Housing Rehabilitation grant and must benefit a minimum of 51% Low-to-Moderate (LMI) citizens. The higher the LMI percentage, the higher the point score. The 2010 census data rates the Town at 50.35% LMI, and a random door-to-door income survey to be conducted by the grant administrator (conducted at no risk to the Town) would have to be completed to assess the current LMI percentage for the Town. To qualify, the project could not exceed a maximum benefit of $9,000/per household for the beneficiaries of that project; a $600,000 grant would need to benefit a minimum of 67 units ($600,000 / 9 = 67). Mr. Fox stated that a *windshield survey* conducted by him today indicated that the Town would definitely meet the threshold requirements; but the demographics would need to be clarified. Answering Grace Fuller, David Fox explained that he formed his assessment by driving through the neighborhoods and looking at the age of the homes and the condition of the houses and premises; and he clarified that there was no guarantee, but a possibility that the Town would meet the criteria. The survey would be completed prior to the first public hearing so that the CATF could decide which CDBG category that the Town would apply. Mayor Pro Tem Aufmuth recommended that the Town authorize Fox Enterprises to conduct the door-to-door survey. The random survey (provided by the Department of Economic Opportunity (DEO)), asking for household income ranges and number of members in the household, is conducted on an honor-system basis. However, the DEO will perform site visits and follow up with those interviewed to verify accuracy of information given during the survey. The grant application due date is April 1, 2019, and the survey would need to be started in January.

***Motion to have Fox Enterprises conduct a door-to-door survey (Aufmuth/Blakely); passed 4-0***

11. Unfinished Business

 A) Request for Qualifications (RFQ) Engineering Services – Ken Hill - GSE Engineering & Consulting, Inc.

Ken Hill was present and representing GSE Engineering & Consulting in their RFQ submission. Mr. Hill has ties to Micanopy. GSE Engineering provides geotechnical, structural engineering, environmental studies, and construction management services. Geotechnical services provide soil boring samples for foundation design, roadway construction, storm water ponds, sinkhole evaluations, and forensic evaluations. Structural design provides for building design, inspections, threshold inspections, and forensic evaluation. Environmental evaluations provide for site assessments on property transactions. GSE has contracts with Alachua County, DOT in Lake City, and the Cities of Gainesville, Alachua and Newberry. Attorney Walker clarified that the Competitive Consultants Negotiation Act (CCNA) statute details the CCNA process and includes forming a committee for evaluating and ranking each responding firm for their specific disciplines; approaching the first ranked firm and negotiating a project and price; and if not successful, approaching the firm ranked second, etc.

 B) Softball League

An agreement had been drawn by Attorney Walker, but no members were present for the meeting.

 C) Gainesville Hogs Rugby Team Request for Field Use

Town Administrator Gonano reported that the Gainesville Hogs Rugby Team had been asked to provide, and immediately did provide, all the information which had been requested by the Commission at the November meeting. Having received such a professional and quick response from the rugby team, Gonano had asked Attorney Walker to prepare an agreement, such as had been prepared for the softball league, for presentation tonight in anticipation that the Commission would want to take a vote on the request. Noah Walker, Jennifer Meisenhelder, and two other representatives from the Gainesville Hogs Rugby Team were present at the meeting to answer Commissioner questions. Mr. Walker detailed that the team is looking for a middle-ground location to practice for a group of about 35 men located from Ocala to Lake City who play on the rugby team. Mayor Pro Tem Aufmuth was concerned that adult men playing weekly rugby on the baseball field might have a negative impact on the quality and upkeep of the field. Mr. Walker responded that the impact to the field would be more evenly distributed than that of soccer, and he felt that the field would not suffer long-lasting damage. The field would not be used when the field is wet after a heavy rain. The typical field size is 110 yards, which is the same as a soccer field, and the group will use whatever field is assigned. Vehicular traffic would consist of about 20 cars during a practice and the group would be using the field between 7:00-9:00pm. Mayor Pro Tem Aufmuth reminded the group that alcohol is not permitted by ordinance in the ballpark. The group is asking for use of one field on Thursday nights. The field light charge was determined to be $20/night for a two hour period and the team will provide a schedule of practice dates on a quarterly basis and pay for the light charge in advance. Commissioner Roberts was concerned about the field becoming a mud pit, but Mr. Walker repeated that the group will be respectful partners.

***Motion to enter into an agreement with the Gainesville Hogs Rugby Team with a field light charge of $20/night (Aufmuth/Blakely); Passed 4-0***

 D) Town Hall Maintenance

Town Administrator Gonano reported that the upstairs maintenance project was progressing with new paint and ceiling tiles.

12. Town Commissioner Reports

* Mayor Pro Tem Aufmuth – Merry Christmas and Happy Holidays; it is a pleasure to serve with the Commissioners, Town Staff and Town Administrator. Mayor Parker and Mayor Pro Tem Aufmuth are up for re-election in March.
* Commissioner Mance – Absent.
* Commissioner Roberts – Happy Birthday to Sheryl, his wife, and he would like to have the south rear entrance steps evaluated for safety hazard issues, including wider steps, a longer deck, and a covering awning. Mayor Pro Tem Aufmuth recommended that the project be referred to the P&HPB for a recommendation. The entrance might need to be brought up to ADA standards.

***Motion to have the issue evaluated by the Planning & Historic Planning Board (P&HPB) for a review (Aufmuth/Blakely); Passed 4-0***

* Commissioner Blakely – Merry Christmas, Happy Holidays, and a Happy New Year.

13. Mayor Tim Parker Report – Thank you for the exciting evening, the work completed by Town Staff on the upstairs renovation project, Merry Christmas and Happy New Year.

14. Adjourn 9:27pm

**MINUTES APPROVED:**

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

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