



SEASIDE, OREGON

Minutes

Town Commission
Regularly Scheduled Meeting
Tuesday • August 10, 2021 • 7:00 pm

1. Call to Order: 7:01 pm
2. Invocation & Pledge of Allegiance to Flag
3. Roll Call:
 - Commissioners Attending:*
 - Joseph Aufmuth, Mayor Present
 - Troy Blakely Present
 - Virginia Mance Present arrived 7:50 pm
 - Timothy Parker, Mayor Pro-Tem Present arrived 7:25 pm
 - Mike Roberts Present

 - Andrea Parker, Town Attorney Present
 - Kiersten Ballou, Law Clerk Present
 - Sara Owen, Town Administrator Present
 - Patty Polk, Deputy Town Clerk Present
4. Consent Agenda Approval:
 - A. Agenda Approval
 - B. Minutes of Regular Meeting of July 13, 2021
 - C. Review & Acceptance of Financial Transactions & Reports

Motion made and seconded (Roberts/Blakely) to accept the consent agenda as submitted; passed 3 -0
5. Guests:
 - A. Lena McNeer, Alachua County Library District – Ms. McNeer presented a written report which Mayor Aufmuth read to the audience.
 1. The summer art show is up and ready to view.
 2. Its time to start planting seeds in preparation for Fall gardens and the Seed Library is open!
 3. With school starting this week, this is a friendly reminder that the library is here to support you and your students!
 4. Don't forget to join us Saturday mornings at 10 am at the Fire Station Park for Story Time on the Green!
 - B. Dr. Carlee Simon, Superintendent Alachua County Public Schools, Comprehensive District Wide School Rezoning – Tabled until next month.
6. Citizen's Forum:
 - A. Stoney Slaton, 104 NE Seminary Ave, would like an update on the new well. Mayor Aufmuth added item D. Well Update to our Town Administrators report.
 - B. Margaret Delisle, 201 NE Cholokka Blvd, complimented the Town Commission for doing a good job.
7. Citizen Board and Committee Reports:
 - A. Planning & Historic Preservation Board – Fro Warren gave report discussion our July 27, 2021 agenda.
 1. A motion was passed requesting, once again, a 4-way stop sign on Seminary Ave and Division St, speeding was not the only reason for the request as safety is a concern as well with poor visibility.
 - B. Tree Committee – Paul Cohen gave report
 1. Paul repaired the Gazebo with Nancy McCauley's assistance.
 2. Gary Hunt is working on placement ideas to plant trees in honor of the Town's bicentennial year. Town Administrator Owen will work with the tree committee to discuss tree planting locations.

8. Town Attorney Report: Attorney Parker introduced Kiersten Ballou, Law Clerk who will be filling in for her when she takes maternity leave.
- A. Resolution No# 2021-04, Credit Card Authorization – Attorney Parker read the Resolution 2021-04 on short title. Discussion ensued.
- Motion made and seconded (Roberts/Blakely) to approve the resolution adding Sara Owen and David Holton as signatories;***
- Amended Motion made and seconded (Roberts/Blakely) to amend the above motion to show the title of the resolution as the Town Credit Card Account; passed 3-0***
9. Town Administrator Report:
- A. Preliminary Annual Budget – Rollback Millage Rate 5.2281 – Town Administrator Owen stated that this is a reminder of several upcoming meetings.
1. Budget Workshop August 12, 2021 @ 6pm
 2. Tentative Millage/Budget Public Hearing September 13, 2021 @ 6pm
 3. Final Millage/Budget Public Hearing September 27, 2021 @ 6pm
- Discussion ensued. Town Administrator Owen will add the proposed budget to our Town website.
- B. IT Proposals – Town Administrator Owen presented stating that the town recently lost our IT person and we are in need of assistance. We have obtained 3 IT proposals with a summary as below.
- | | |
|---------------------------|---|
| James Moore & Co. | \$260 per month for preventative care and subscriptions (including the Microsoft 365) |
| | \$160 per hour for time and materials and \$185 per hour outside of normal hours. |
| Totally Covered Computers | \$600 per month for complete support and subscriptions (including the Microsoft 365) |
| Team Logic IT | \$361.21 for preventative care, subscriptions not included |
| | \$110 per hour for support |
- Brad, Totally Covered Computers, is here to represent his company and answer questions. He stated that we are technically breaking the terms of Microsoft 365 because it is for 1 person.
- Discussion ensued at length including the importance of Town Commission email accounts that can be passed onto new commissioners.
- Commissioner Roberts questioned the duration of the contract. The length of the contract is usually 1 year. He doesn't think a decision needs to be done tonight; we need a more consistent list of comparisons to be able to make a decision.
- Town Administrator Owen stressed the need to have our computers protected and the need that staff has an IT company to call.
- Mayor Aufmuth would like a consistent bid from all IT companies involved to include: storage, access to drives, security level, insurance level, and certified technicians. Offer the opportunity to have IT companies give presentations.
- Motion made (Parker) to upgrade the Microsoft 365 subscription***
- Motion dies for lack of a second.***
- C. Investments – Town Administrator Owen presented information from the Florida Municipal Investment Trust (FMIVT), through the Florida League of Cities. She has found some options that would better fit the town's needs for reserve investments. The Bond investments range from 1-5 years, have liquidity, and are high quality. Below is an average of the short-term bond options.
- | | | |
|--------------|-------|-----------------------|
| 0-2 Year | 2.16% | 2x Monthly Redemption |
| 1-3 Year | 2.91% | 2x Monthly Redemption |
| Intermediate | 4.07% | 1x Monthly Redemption |
- If a decision is made to pursue investment through FMIVT, a resolution must be passed to become a participant in the Trust. Additional information may be found at [Member Resources \(floridaleagueofcities.com\)](http://MemberResources.floridaleagueofcities.com)
- Discussion ensued at length. We are considering investing \$250,000.00 at this point. Commissioner Roberts questioned the percentage of monies that can be withdrawn each month; he would like more information. Town Administrator Owen doesn't think we will have a need to withdraw from this investment.
- We have many unanswered questions. Mayor Aufmuth asked for a motion to become a member of the trust.
- Motion made and seconded (Parker/Mance) to become a member of the Trust; passed 5-0***
- D. Well Updates – Town Administrator Owen presented - we have a construction meeting on August 18, 2021 and the supplies are ordered.
10. New Business:
- A. Stop sign request at the intersection of Seminary Avenue and Division Street – Town Administrator Owen presented

the Planning & Historic Preservation Board (P&HPB) recommendation of a 4-way stop at the intersection of NW Seminary Ave and N Division St. This decision came after safety concerns were heard from citizens regarding speeding traffic and low visibility at the intersection.

Discussion ensued at length.

Motion made and seconded (Blakely/Parker) to approve the recommendation of the P&HPB;

Amend the above motion and second (Blakely/Parker) to include an engineering study;

Amend the above motion and second (Blakely/Parker) to limit the engineering study not to exceed \$5000; passed 3-2 (Roberts and Mance opposed).

- B. Planning & Historic Preservation Board variance process request – Deputy Town Clerk presented. Discussion ensued at length. Commissioner Blakely would like variances to come before the Town Commission and he really appreciates the P&HPB but he just wants this for insurance for the Town. Anything that is going to alter our town should come before the commission.

Commissioner Mance wants to make sure that the Town is protected, she sat on this commissioner when we went over our Land Development Code and our Comprehensive Plan and she would like to make sure the code is followed as planned. Mayor Aufmuth questioned Attorney Parker to see how other town's handle this topic. Attorney Parker responded that in your Land Development Code (LDC) the commission is the appealed review. Newberry and Archer have issues go to the Planning & Zoning and then final approval by the Commission. Mayor Aufmuth discussed the length of our meetings already and it is the town's business. The code would need to be changed. Commission Mance is concerned that non-conforming lots are concerning to her as most of them have been approved in the past; she would like a notification when a variance has been issued by the P&HPB. Commissioner Blakely would like to be notified by the Town Administrator the day after a variance is approved by the Planning & Historic Preservation Board.

Motion made and seconded (Blakely/Roberts) to have any special use permits and variances to come before the Town Commission after they go before the P&HPB for final approval; passed 4-1 (Aufmuth opposed)

- C. Preservation of historic jail at the water plant
Commissioner Roberts would like to preserve the old jail at the water plant by cutting trees bordering it, painting, making it more accessible to the public, and placing an historic marker.
Discussion ensued including security and waiting for completion of the new well.

- D. Reimbursement for Town Administrator Owen for the Florida League of Cities Conference.

Motion made and seconded (Blakely/Parker) to add Reimbursement for Town Administrator Owen to this agenda; passed 5-0

Motion made and seconded (Mance/Blakely) to reimburse Town Administrator Owen's expenses for the Florida League of Cities Conference; not to exceed \$1000; passed 5-0

11. Unfinished Business:

12. Town Commissioner Reports:

- Commissioner (Seat 2) Tim Parker: Is looking forward to receiving information regarding the Florida League of Cities Conference to serve this Town.
- Commissioner (Seat 3) Ginny Mance: Discussed the Alachua County Growth Management meeting tonight on the Quasi-Judicial meeting regarding the request by Concept Development for a variance to have Dollar General trucks delivering onto 500' of SE Tuscawilla Rd. Growth Management is not in favor of this variance. Mayor Aufmuth thanked Commission Mance for representing the Town.
- Mayor Pro Tem (Seat 4) Troy Blakely:
 1. Would like to request that meetings starting at 6:00 pm are changed to 6:30 pm. If the change cannot happen then he will be a few minutes late.
 2. He stated that we need to earn these commission seats and he appreciates everyone on the Town Commission; he is thankful for being able to sit in Seat #4 for the Town. Mayor Aufmuth stated that Commissioner Blakely is a great benefit.
- Commissioner (Seat 5) Mike Roberts:
 1. Stated that David Holton and Clay Sanders are doing a great job at the Fire Station.
 2. The mechanical room door at the Town Hall needs to be sanded and painted.

13. Mayor (Seat 1) Joe Aufmuth Report: Thank you to all for attending. Without volunteers we couldn't do it.

14. Adjourn: 9:07 pm

MINUTES APPROVED:

As submitted _____ as amended _____ at Town Commission Meeting _____

Joseph Aufmuth, Mayor

Patty S. Polk, Recorder