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**COMMISSIONERS:**

DeLoris Roberts, Mayor  
John Martin, Vice Mayor  
Eleanor Randall  
Patricia Bouie  
Michael E. Rutledge, Sr.

**CITY MANAGER:**

Linda Rice Chapman, Interim  
Donna R. Mayes, City Clerk

**CITY ATTORNEY:**

Audrie Harris, Interim

**MINUTES  
SPECIAL COMMISSION MEETING  
APRIL 27, 2009**

**A. CALL OF ORDER**

1. Invocation – Commissioner Randall
2. Pledge of Allegiance – Manager Chapman

All Commission Board present, Staff present was Interim Manager Chapman and City Clerk Mayes.

**B. APPROVAL OF AGENDA**

**Moved to approve the agenda with amendment pulling off item C.9 Letter from Chief Modican**

**Motion – Vice Mayor Martin**

**Second – Commissioner Rutledge**

**Vote – 5-0**

**C. AGENDA ITEMS****1. Inter-local Fire Service Agreement with Alachua County for 2008-09**

Interim Manager Chapman reported Alachua County had agreed to provide fire services for a pro-rate of \$4,611.63 a month for the balance of the fiscal year 2008-09. She requested the Mayor and herself be permitted to deliver the first check along with the agreement to the County the next morning. Distance for the fire engine getting to Hawthorne was a concern and mention was made taxing would be out of the City's hands. The County will be the taxing unit for the MSTU.

**Moved to approve the Inter-local Fire Service Agreement between Alachua County and the City of Hawthorne for fiscal year 2008-09 May through September**

**Motion – Commissioner Bouie**

**Second – Commissioner Randall**

**Vote – 5-0**

**2. Inter-local Fire Service Agreement with Alachua County for 2009-10**

Section 6 has been changed to the same as the other contract on Default & Termination. Estimated cost for MSTU is \$55,000. The MSTU will be taken off of the City's 10 mil cap.

**Moved to adopt the Inter-local Fire Service Agreement Alachua County and the City of Hawthorne for fiscal year 2009-10**

**Motion – Commissioner Randall**

**Second – Commissioner Bouie**

**Vote – 5-0**

### **3. Employee Safety Awards**

Pursuant to the City's Policies and Procedures Manual, Section 10.04 the City has created an Employee Safety Awards Program. These awards are for recognition of praiseworthy and outstanding safety performance. The first recipients will be those firefighters who did not tender their resignations and who are working diligently as employees in good standing. They are FF Michael Pearce, FF Jason L. Moran, FF Ryan Wallace, FF Joseph Todd, and Ff Daniel Alemon. Interim Manager Chapman recommended some monetary compensation for recognition of outstanding performance in the safety field. This is a way of rewarding them since they are part time and not eligible for severance pay. This will help them while looking for other jobs. Discussion on whether the Medical Director, John Milanik should also receive compensation. The Board made the decision to give each FF and MD Milanik an award of \$1,000, which Mr. Milanik donated his back to the City to purchase an AED Machine to have on site for emergencies.

**Moved to give a monetary award of \$1,000 to the five Fire Fighters**

**Motion – Commissioner Bouie**

**Second – Commissioner Randall**

Vice Mayor Martin requested an amendment to the motion to include purchasing of the AED Equipment, which was accepted.

**Vote – 5-0**

Vice Mayor Martin suggested writing letters of recommendation for the FF and Ms. Chapman related this had already been done.

### **4. Hiring Freeze**

Interim Manager Chapman presented a request to lift the hiring freeze so she could hire a full time billing clerk. Zendra will become the "Girl Friday" working part time while she attends school. Commissioner Rutledge had questions concerning the funding for this position, if the freeze was lifted for just this position and if funds were available to replace the software. Ms. Chapman communicated the position was just the billing clerk at this time and stressed that all bills were paid and payroll met this month. However, there are not funds to pay the full amount for the software but they are willing to wait for their money until the City is in better shape financially.

**Moved to approve staff recommendation to lift the hiring freeze to hire a full time Utility Billing Clerk**

**Motion – Commissioner Randall**

**Second – Commissioner Bouie**

**Vote – 5-0**

Interim Manager Chapman pulled off items 5, Capital Outlay Freeze, 6, ADG Contract and 7, Utility Billing Clerk. The clerk position had already been addressed and she was not prepared to discuss the ADG Contract without Alachua City Manager Watson who was supposed to be at the meeting but did not make it.

### **8. Attorney Steve Lee**

Mayor Roberts announced she received a letter of resignation from Attorney Lee and recommended acceptance waiving the requirements as he suggested in his letter. Commissioner Rutledge conveyed he was sad to see him go; he had served the city well but would honor his

request. Vice Mayor Martin also commended Attorney Lee on a job well done and was sad to see him go.

Moved to accept Attorney Steve Lee's resignation and waive all requirements in contract by the City and the Attorney, giving full pay for the month of April

Motion – Vice Mayor Martin

Second – Commissioner Rutledge

Discussion - Citizen requested to have the letter read from Attorney Lee know reasons given for leaving. Mayor Roberts proceeded to read the letter.

Vote – 5-0

Vice Mayor Martin inquired the plans for legal representation. Interim Manager Chapman related that Mr. Watson had someone to recommend but he did not make it tonight so will have to wait until the next meeting. Commission Rutledge asked if advertising was going to be done and go through the hiring process. Manager Chapman voiced someone was needed now in the interim, a person with experience. Commissioner Rutledge asserted they were rushed into things before so he feels questions should be asked. Vice Mayor Martin ascertained he had a problem waiting until Mr. Watson could be present when Ms. Chapman is capable of doing a recommendation if she has someone in mind. Commissioners Bouie and Randall concurred. Interim Chapman replied she did have someone who was present tonight and introduced Ms. Audrie Harris. Attorney Harris responded to questions stating she had worked in Volusia County for the cities of Ponce Inlet, Edgewater and New Smyrna Beach and would like to be a part of the Hawthorne team. Commissioner Rutledge inquired if she was interested in the full time position, to which Ms. Harries replied she was and would apply for the position when advertised. She is currently practicing in Gainesville and wants to get back into government work. General consensus was the city could not be without legal council and advised doing a background check. Interim Chapman related that Attorney Harris was willing to serve on salary and give more hours to help out. She also noted that Attorney Lee's contract was not well structured and would do a new contract with stricter guidelines.

Moved to with Staff recommendation to hire Attorney Audrie Harris an Interim Attorney on an emergency basic while staff does a background check

Motion – Commissioner Randall

Second – Commissioner Bouie

Vote – 5-0

#### **D. REPORTS**

- a) Interim City Manager reported the trust accounts were not set up when the Impact Fee Ordinance was adopted, therefore the water is owed \$22,750 and the sewer \$38,850 for the years 2007-2009. These accounts have been set up at the bank and from now on these fees will go into the trust accounts when collected. The computers cannot pull up the 2006 records therefore; we will have to research the paper files for the amount. The Code Enforcement Board is in need of two alternate members. Ms. Chapman also went over her action report.
- b) Mayor Roberts read a letter thanking Vivian Wagner and the volunteers for the Great American Clean-up. She reported a letter from Communicom Cable stating they would be increasing their rates by \$2.50. Well wishes to all candidates in their election campaign.
- c) Commissioner Rutledge announced his candidacy for Seat III as City Commissioner.
- d) Vice Mayor Martin reported the City's own Cornelius Ingram drafted to the Philadelphia Eagles; he feels the Board should write a letter to Mr. Ingram congratulating him. He reported the County Wide Planning and Visioning Committee meets the 4<sup>th</sup> Wednesday of every

month in the Grace Knight Conference room at 4:00 P.M. No change in the Boundary Adjustment Act.

e) Commissioner Bouie encouraged support for her candidacy for City Commissioner, Seat number V.

f) Commissioner Randall reported when Cornelius Ingram was asked in an interview what he thought about the City of Hawthorne, he answered in on word, PRIDE.

#### **E. CITIZENCOMMENTS**

Vivian Wagner commented she was disappointed in the clean-up and asked the Board if they ever road around the city.

Eddie Higginbotham commented didn't the city have a Magistrate in place to hear code violations. Interim Chapman advised we are trying to reestablish the Code Board to save money.

#### **F. ADJOURN**

Moved adjourn the Special Commission Meeting of April 27, 2009 at 8:50 P.M.

These Minutes of the April 27, 2009 Special Commission Meeting are submitted for approval.

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**Donna R. Mayes, CMC/City Clerk**

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**DeLoris Roberts, Mayor**