



CITY OF OAK HILL

REGULAR CITY COMMISSION MEETING

**COMMISSION CHAMBERS - CITY HALL
234 South US Hwy 1
Oak Hill, FL 32759
386-345-3522**

**May 9, 2011
6:00 P.M.
AGENDA**

1. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call

2. SELECTION OF COMMISSIONER FOR VACANT SEAT # 2

3. SWEARING IN OF NEW COMMISSIONER

4. SELECTION OF VICE MAYOR

5. PRESENTATION

1. Oak Hill Seafood Co-Op (Susan Cook)

6. CITY ADMINISTRATION REPORTS

1. Agreement for the CDBG Administration Services (Jordan & Associates)

7. CITIZEN PARTICIPATION (Non-agenda – 15 Minutes)

8. CITY ATTORNEY NON-AGENDA ITEMS (Scott Simpson)

9. POLICE DEPARTMENT RELATED ITEMS (Chief Young)

10. CITY PLANNER ITEMS (Montye Beamer)

11. CONSENT AGENDA

1. Approval of April 25, 2011 Regular Meeting Minutes.
2. Approval of April 25, 2011 Workshop Minutes.
3. Approval of MAY 2, 2011 Workshop Minutes.
4. Approval of the Bills and Paid Interim Bills for May 9, 2011

12. OLD BUSINESS

13. NEW BUSINESS

RESOLUTION 2011-17

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, ESTABLISHING A PAY INCREASE FOR PUBLIC WORKS TECHNICIAN MICHAEL D. HERNDON; AND ESTABLISHING AN EFFECTIVE DATE.

RESOLUTION 2011-18

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, ESTABLISHING A PAY INCREASE FOR PARK AND RECREATION TECHNICIAN TERRY L. PAYNE; AND ESTABLISHING AN EFFECTIVE DATE.

RESOLUTION 2011-19

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, APPOINTING TERRY L. PAYNE FROM PART-TIME PARK AND RECREATION TECHNICIAN TO A FULL TIME PARK AND RECREATION TECHNICIAN; AND ESTABLISHING AN EFFECTIVE DATE.

14. BOARDS & COMMITTEES

EZDA (Enterprise Zone Development Agency)
Economic Development Board
Waterfront Committee
PLDRC (Planning & Land Development Regulation Commission)
Parks and Recreational Advisory Board
Historical Preservation Board
Grant Committee

15. COMMENTS/CONCERNS FROM COMMISSION MEMBERS

16. ADJOURNMENT

Note: In accordance with Resolution 2006-17, a three (3) minute time limitation per speaker will be imposed. A speaker may address the Commission for a maximum of three (3) minutes during the Public Participation portion of the meeting, and for a maximum of three (3) minutes during any specific Agenda topic. Pursuant to Florida Statute 166.041 (3) (A), if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceedings is made.



CITY OF OAK HILL

REGULAR CITY COMMISSION MEETING

COMMISSION CHAMBERS - CITY HALL

234 South US Hwy 1

Oak Hill, FL 32759

386-345-3522

April 25, 2011

6:00 P.M.

MINUTES

A. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call

Commissioner Ron Engele, Present; Mayor Mary Lee Cook, Present; Commissioner Kathy Bittle, Present; Commissioner Linda Hyatt, Present; Previous Mayor Darla A. Lauer, Resigned.

B. PRESENTATION

None

C. CITY ADMINISTRATION REPORTS

Discussion of vacant Commission seat 2

The City Clerk, Laura Goodearly, explained that the commission has thirty (30) days to choose someone to sit in the vacant commission seat #2, however, if the commission fails to do so, a special election must be held within ninety (90) days. The Commission asked to have flyers placed in the city to give the citizens an option to be considered for the empty commission seat. The commission will then make their decision at the next commission meeting. When the new person is chosen the new Vice Mayor will be nominated and voted on.

D. CITIZEN PARTICIPATION (Non-agenda – 15 Minutes)

None

E. CITY ATTORNEY NON-AGENDA ITEMS (Scott Simpson)

None

F. POLICE DEPARTMENT RELATED ITEMS (Chief Young)

Approval of the Police Mission Statement

Chief Young presented the mission statement to the commission where as the commission, as a whole, approved the mission statement.

Chief Young reminded the commission that in order to fill the grant position, we must fill the vacant part-time police department position. As agreed by the Commission, Chief Young will bring a possible candidate for the part time position to the commission.

G. CITY PLANNER ITEMS (Montye Beamer)

Direction on 2007 Small Scale Comprehensive Plan Amendment

The City Planner, Montye Beamer, explained to the commission what she has been doing in regards to the comp plan. While doing research it has come to her attention that some things were not handled properly. A motion was made by Commissioner Hyatt and seconded by Commissioner Engele to allow the City Planner to continue working in the direction she is presently going. The motion carried 4-0 with voting as follows: Commissioner Engele, Yes; Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

H. CONSENT AGENDA

1. Approval of April 11, 2011 Regular Meeting Minutes.
2. Approval of April 11, 2011 Workshop Minutes.
3. Approval of April 18, 2011 Special Meeting Minutes.
4. Approval of the Bills and Paid Interim Bills for April 25, 2011

A motion was made by Commissioner Hyatt and seconded by Commissioner Bittle to approve consent agenda items 1, 2, 3, 4. The motion carried 4-0 with voting as follows: Commissioner Engele, Yes; Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

I. OLD BUSINESS

RESOLUTION NO. 2011-13

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA ESTABLISHING A YEARLY BASE SALARY FOR THE CITY CLERK / ADMINISTRATOR POSITION; AND ESTABLISHING AN EFFECTIVE DATE.

A motion was made by Commissioner Hyatt and seconded by Commissioner Engele to continue the probation period for another six months or sooner. The motion carried 4-0 with voting as follows: Commissioner Engele, Yes; Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

RESOLUTION # 2011-14

AN RESOLUTION OF THE CITY OF OAK HILL, VOLUSIA COUNTY, FLORIDA, APPOINTING KOHN EVANS AS DEPUTY CITY CLERK AND PROVIDING FOR COMPENSATION; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

Tabled

J. NEW BUSINESS

1. "Driving Miss Daisy" (Vice Mayor Lee Cook)

Mayor Mary Lee Cook stated because of physical restraints she is unable to drive and explained that varying elected officials, city employees and citizens are kind enough to offer her a ride. She thanked those for accommodating her and assured everyone that she always enjoys her ride and she never mixes business with pleasure.

K. BOARDS & COMMITTEES

EZDA (Enterprise Zone Development Agency)
Economic Development Board
Waterfront Committee
PLDRC (Planning & Land Development Regulation Commission)
Parks and Recreational Advisory Board
Historical Preservation Board
Grant Committee

L. COMMENTS/CONCERNS FROM COMMISSION MEMBERS

Commissioner Engele asked Commissioner Hyatt if she would like to go to the TPO meeting.

Commissioner Bittle had concerns that it has been taking too long on the ADA upgrades for the park's bathrooms.

Mayor Cook stated that the city can request a deposit on large record requests.

Commissioner Hyatt asked if the commission would appoint a department head for the Road and Street Department. Commissioner Engele stated that he felt the City Clerk has a good handle on the department at this time. Commissioner Hyatt stated that citizens have asked her why the commission permit the media unlimited access of the commission room during a meeting.

M. ADJOURNMENT 7:25pm

MARYLEE COOK, MAYOR

ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT E. SIMPSON, CITY ATTORNEY

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CITY OF OAK HILL

WORKSHOP MEETING

5:00 P.M. – COMMISSION CHAMBERS - CITY HALL

April 25, 2011

MINUTES

A. OPENING

B. ROLL CALL

Commissioner Ron Engele, Present; Mayor Mary Lee Cook, Present; Commissioner Kathy Bittle, Present; Commissioner Linda Hyatt, Present.

C. FINAL REVIEW OF PERSONNEL MANUAL

The Commission continued on page 23. Changes were made on pages 23, 25, 27, 28, 29, Chief Diane and City Clerk Laura Goodearly are to work on pages 30, 31 and 32 bring this back to the commission. Changes were also made on page 35.

D. ADJOURNMENT 5:50pm

MARYLEE COOK/MAYOR

ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT E. SIMPSON, CITY ATTORNEY

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CITY OF OAK HILL

WORKSHOP MEETING

5:00 P.M. – COMMISSION CHAMBERS - CITY HALL

May 2, 2011

MINUTES

A. OPENING

B. ROLL CALL

Commissioner Ron Engele, Present; Mayor Mary Lee Cook, Present; Commissioner Kathy Bittle, Present; Commissioner Linda Hyatt, Present.

C. FINAL REVIEW OF PERSONNEL MANUAL

The Commission continued on page 36. Changes were made on pages 36, 37, 40.

D. DISCUSSION OF CITY MEETING GUIDE RULES

Mayor Cook explained to the commission the rules on how a commission meeting is conducted.

Commissioner Hyatt stated her concerns on the actions that were taken at the last Commission meeting.

Commissioner Bittle stated her concerns of the procedure of who is chosen to represent the City at the Chamber of Commerce.

E. ADJOURNMENT 7:08pm

MARYLEE COOK/MAYOR

ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT E. SIMPSON, CITY ATTORNEY

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City of Oak Hill
A/P Aging Detail
As of May 4, 2011

Type	Date	Num	Name	Memo	Open Balance
Current					
Bill	5/1/2011	0906059-01	Bright House Networks	May - Internet	89.95
Bill	5/1/2011	0738015-01	Bright House Networks	May - Internet	79.95
Bill	5/1/2011	9420991	AGCO Finance LLC	May - Tractor Payment	1,244.40
Bill	5/1/2011	Taser Training	Ladislav Szabo	Taser Training - Szabo	54.00
Bill	5/1/2011	11641733	Massey Services Inc	May - Pest Control	45.00
Bill	5/1/2011	771786320	Sprint - 771786320-Chief cell	May - Chief	51.00
Bill	5/1/2011	57384	DonRowe.com	2 - Whistler Pro Series Inverter	50.00
Bill	5/1/2011	238789	MTech Services, Inc.	Keyboard and mouse, software and service call	788.82
Bill	5/1/2011	26399	Milan Thaker	MailArchive Software	638.70
Bill	5/1/2011	215520264	Sprint-215520264-P/D air cards	May - Air Cards	227.95
Bill	5/2/2011	Renewal	Division of Motor Vehicles	Renewal of Confidential License Plate-2011	19.05
Bill	5/2/2011	May	FLORIDA HEALTH CARE PLAN, INC.	May Premium - Increase	4,003.29
Bill	5/2/2011	F56961460101	Tiger Direct.com	Monitor LCD and touchscreen - reimbursable by Grant	255.40
Bill	5/2/2011	214021	Watkins Oil Co. Inc.	Cruiser Fuel/PD - 121.4	474.86
Bill	5/2/2011	3241873-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply - Paper, DVD and display board	69.63
Bill	5/2/2011	3241065-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply - paper and tissue paper	85.49
Bill	5/2/2011	5/9/2011	Michael J Herndon Cleaning	Office Cleaning - 5/9/2011Mtg	100.00
Bill	5/2/2011	May	DENNIS FISCHER	May - Inspection Services	1,667.00
Bill	5/2/2011	April	Waste Pro	April - Trash Service	10,227.82
Total Current					20,172.31
1 - 30					
Bill	4/12/2011	511306959	Galls, An Aramark Company	Uniforms/PD - Utility belt	41.32
Bill	4/18/2011	511318205	Galls, An Aramark Company	Uniforms/PD - 2 pairs of pants - Szabo	113.65
Bill	4/18/2011	213716	Watkins Oil Co. Inc.	Cruiser Fuel/PD - 188.8	725.40
Bill	4/18/2011	011395	Myron's Auto Service	A/C Repair - #16	480.93
Bill	4/18/2011	912291468-041	Nexel	April - Nexel - PW	82.02
Bill	4/18/2011	11460	Myron's Auto Service	A/C Repair - #17	228.50
Bill	4/18/2011	822386	AFLAC	April - AFLAC	312.22
Bill	4/23/2011	214608	TUI BUSINESS MACHINES	April maintenance - CH	114.84
Bill	4/23/2011	214607	TUI BUSINESS MACHINES	April - Maintenance - PD	70.19
Bill	4/23/2011	20259	PREPAID LEGAL SERVICES, INC.	April - Pre Paid Legal	24.90
Total 1 - 30					2,193.97
> 30					
Bill	8/20/2010	1372	ANCHOR HARDWARE	Spray Handle for pesticides	18.49
Bill	9/1/2010	1388	ANCHOR HARDWARE	Key made for Officer Riley	1.40
Total > 30					19.89
TOTAL					22,386.17

RESOLUTION 2011-17

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, ESTABLISHING A PAY INCREASE FOR PUBLIC WORKS TECHNICIAN MICHAEL D. HERNDON; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS; THE CITY OF OAK HILL EMPLOYS AND SEEKS TO RETAIN ITS EMPLOYEES BY OFFERING THEM THE OPPORUNITY TO EARN A PAY INCREASE; AND

WHEREAS; THE CITY CLERK/ADMINISTRATOR HAVE RECOMMENDED PUBLIC WORKS TECHNICIAN MICHAEL D. HERNDON FOR A PAY INCREASE AND THE CITY COMMISSION IS AUTHORIZED BY THE CITY CHARTER TO GRANT A PAY INCREASE TO EMPLOYEES; AND

WHEREAS; THE FOLLOWING SALARY IS PROPER AND IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF OAK HILL'S 2010-2011 FISCAL YEAR BUDGET, REGARDING SALARIES.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OAK HILL, FLORIDA;

SECTION 1: THE CITY COMMISSION IS AUTHORIZED BY THE CITY CHARTER TO GRANT A PAY INCREASE TO PUBLIC WORKS TECHNICIAN MICHAEL D. HERNDON.

SECTION 2: THE HOURLY RATE OF \$10.93 FOR PUBLIC WORKS TECHNICIAN IS INCREASED TO \$12.00 PER HOUR.

SECTION 3: THIS RESOLUTION SHALL TAKE EFFECT MAY 19, 2011.

The above and foregoing resolution was moved for approval by _____ and seconded by _____ and upon vote subscribed herein, the same was declared to be adopted at this Regular Meeting of the City Commission of Oak Hill, Florida held on May 9, 2011.

A roll call vote resulted as follows: Commissioner Engele, ____; Mayor Cook, ____; Vice Mayor _____, ____; Commissioner Bittle, ____; Commissioner Hyatt, ____.

MARYLEE COOK, MAYOR

ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT SIMPSON, CITY ATTORNEY

RESOLUTION 2011-18

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, ESTABLISHING A PAY INCREASE FOR PARK AND RECREATION TECHNICIAN TERRY L. PAYNE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS; THE CITY OF OAK HILL EMPLOYS AND SEEKS TO RETAIN ITS EMPLOYEES BY OFFERING THEM THE OPPORTUNITY TO EARN A PAY INCREASE; AND

WHEREAS; COMMISSIONER BITTLE AND CITY CLERK/ADMINISTRATOR HAVE RECOMMENDED PARK AND RECREATION TECHNICIAN TERRY L. PAYNE FOR A PAY INCREASE AND THE CITY COMMISSION IS AUTHORIZED BY THE CITY CHARTER TO GRANT A PAY INCREASE TO EMPLOYEES; AND

WHEREAS; THE FOLLOWING SALARY IS PROPER AND IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF OAK HILL'S 2010-2011 FISCAL YEAR BUDGET, REGARDING SALARIES.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OAK HILL, FLORIDA;

SECTION 1: THE CITY COMMISSION IS AUTHORIZED BY THE CITY CHARTER TO GRANT A PAY INCREASE TO PARK AND RECREATION TECHNICIAN TERRY L. PAYNE.

SECTION 2: THE HOURLY RATE OF \$9.50 FOR PARK AND RECREATION TECHNICIAN IS INCREASED TO \$10.50 PER HOUR.

SECTION 3: THIS RESOLUTION SHALL TAKE EFFECT MAY 19, 2011.

The above and foregoing resolution was moved for approval by _____ and seconded by _____ and upon vote subscribed herein, the same was declared to be adopted at this Regular Meeting of the City Commission of Oak Hill, Florida held on May 9, 2011.

A roll call vote resulted as follows: Commissioner Engele, ____; Mayor Cook, ____; Vice Mayor _____, ____; Commissioner Bittle, ____; Commissioner Hyatt, ____.

MARYLEE COOK, MAYOR

ATTEST:

RESOLUTION
2011-18
5/9/2011

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT SIMPSON, CITY ATTORNEY

RESOLUTION 2011-19

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, APPOINTING TERRY L. PAYNE FROM PART-TIME PARK AND RECREATION TECHNICIAN TO A FULL TIME PARK AND RECREATION TECHNICIAN; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS; THE CITY OF OAK HILL EMPLOYS AND SEEKS TO RETAIN ITS EMPLOYEES BY OFFERING THE OPPORTUNITY TO BE APPOINTED FULL TIME PARK AND RECREATION TECHNICIAN AFTER SERVING AS A PART TIME PARK AND RECREATION TECHNICIAN.

WHEREAS; THAT THE CITY COMMISSION RECOMMENDS TERRY L. PAYNE FOR THE POSITION OF FULL TIME PARK AND RECREATION TECHNICIAN; AND

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OAK HILL, FLORIDA;

SECTION 1: THAT THE CITY COMMISSION, AS AUTHORIZED BY THE CITY CHARTER, APPOINTS TERRY L. PAYNE AS A FULL TIME PARK AND RECREATION TECHNICIAN FOR THE CITY OF OAK HILL.

SECTION 2: THAT THIS RESOLUTION SHALL BE EFFECTIVE MAY 19 , 2011

The above and foregoing resolution was moved for approval by _____ and seconded by _____ and upon vote subscribed herein, the same was declared to be adopted at this Regular Meeting of the City Commission of Oak Hill, Florida held on May 9, 2011.

A roll call vote resulted as follows: Commissioner Engele, ____; Mayor Lauer, ____; Vice Mayor Cook, ____; Commissioner Hyatt, ____; Commissioner Bittle, ____.

MARYLEE COOK, MAYOR
ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT SIMPSON, CITY ATTORNEY