



CITY OF OAK HILL

REGULAR CITY COMMISSION MEETING

COMMISSION CHAMBERS - CITY HALL

234 South US Hwy 1

Oak Hill, FL 32759

386-345-3522

June 13, 2011

6:00 P.M.

AGENDA

1. OPENING

1. Invocation Reverend Charles Vanorsdale from Upper Room Chapel
2. Pledge of Allegiance
3. Roll Call

2. CITY ADMINISTRATION REPORTS

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

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

5. POLICE DEPARTMENT RELATED ITEMS (Chief Young)

6. CITY PLANNER ITEMS (Montye Beamer)

7. CONSENT AGENDA

1. Approval of May 23, 2011 Regular Meeting Minutes.
2. Approval of June 1, 2011 Workshop Minutes.
3. Approval of the Bills and Paid Interim Bills for June 13, 2011

8. OLD BUSINESS

1. Time Clock (Mayor Cook)

9. NEW BUSINESS

1. Suntrust and Tractor loan pay off. (Mayor Cook)
2. Letter from Volusia County and Volusia Fire Services (Mayor Cook)

10. 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

11.COMMENTS/CONCERNS FROM COMMISSION MEMBERS

12.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.



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May 23, 2011

6:00 P.M.

AGENDA

1. OPENING

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

Present at Roll Call: Mayor Mary Lee Cook, Vice Mayor Linda Hyatt, Commissioners Ron Engele, Kathy Bittle, and Douglas Gibson.

2. PRESENTATION

None

3. CITY ADMINISTRATION REPORTS

1. Election of Department Heads.

Commissioner Engele suggested that since new Commissioner, Mr. Gibson has experience as a police officer he would be more suited to be over the police department and Commissioner Engele could be over Road and Streets. The Commission agreed by consensus

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

Mike Arman 695 Magda Lane: explained to the Commission that he had contacted the person who had information about on the electric car stations. Mr. Arman asked if the Commission would like for that man to come talk to the Commission. The Commission felt the city does not have a current need and will consider this at a later date.

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

None

6. POLICE DEPARTMENT RELATED ITEMS (Chief Young)

1. Click it or Ticket Campaign

Chief Diane Young explained this campaign will start running June 5, 2011 and will help in getting equipment for the police department.

RESOLUTION 2011-20

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, APPOINTING JEAN H GONZALEZ FROM PART-TIME ADMINISTRATIVE ASSISTANT FOR THE CITY OF OAK HILL POLICE DEPARTMENT TO A FULL TIME ADMINISTRATIVE ASSISTANT FOR THE CITY OF OAK HILL POLICE DEPARTMENT; AND ESTABLISHING AN EFFECTIVE DATE

A motion was made by Commissioner Engele and seconded by Commissioner Bittle to accept Resolution 2011-20 Roll Call Vote: Mayor Cook, Yes; Commissioner Bittle, Yes; Vice Mayor Hyatt, Yes; Commissioner Engele, Yes; Commissioner Gibson, Yes. The motion carried 5-0.

Since the Resolution had not stated a raise, the Mayor wanted to give Jean Gonzalez a pay increase to \$12.00 per hour. Chief Young felt that a 5% increase would be enough. A motion was made by Commissioner Bittle and seconded by Commissioner Engele to increase Jean Gonzalez hourly rate to \$12.00. Roll Call Vote: Mayor Cook, Yes; Commissioner Bittle, Yes; Vice Mayor Hyatt, Yes; Commissioner Engele, Yes; Commissioner Gibson, Yes The motion carried 5-0.

RESOLUTION 2011-21

A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, APPOINTING ANNA MARIE LITTRELL TO A FULL TIME C.O.P.S. GRANT POLICE OFFICER POSITION; ESTABLISHING AN HOURLY RATE; AND ESTABLISHING AN EFFECTIVE DATE.

A motion was made by Vice Mayor Hyatt and seconded by Commissioner Engele to accept Resolution 2011-21. Roll Call Vote: Mayor Cook, Yes; Commissioner Bittle, Yes; Vice Mayor Hyatt, Yes; Commissioner Engele, Yes; Commissioner Gibson, Yes. The motion carried 5-0

Commissioner Gibson has asked about Anna Marie experience, Chief Young explained since Anna Marie has just graduated that she will be going through 12 weeks of field training. Mayor Cook stated that this is something new for the city and that she will be trained to be a road patrol police officer.

7. CITY PLANNER ITEMS (Montye Beamer)

1. FEMA Flood Maps.

City Planner Montye Beamer asked if the Commission would be willing to have an open house for the public to come to see what flood zone their property is in on the new updated maps. The Commission asked that this be addressed at the next work shop.

2. Update on EAR Based Amendment.

City Planner Montye Beamer explained that after talking with DCA some of the amendments over the past 20th years were not handled properly and we should file for an extension before the dead line of June 10, 2011. The Commission by consensus agreed that a letter should be drafted by Monty Beamer and signed by the City Clerk requesting the extension.

8. CONSENT AGENDA

1. Approval of May 9, 2011 Regular Meeting Minutes.
2. Approval of May 9, 2011 Workshop Minutes.
3. Approval of May 16, 2011 Workshop Minutes.
4. Approval of May 20, 2011 Special Meeting.
5. Approval of the Bills and Paid Interim Bills for May 23, 2011

A motion was made by Vice Mayor Hyatt and seconded by Commissioner Gibson to accept consent agenda item 1 though 5 with changes to the minutes. Roll Call Vote: Mayor Cook, Yes; Commissioner Bittle, Yes; Vice Mayor Hyatt, Yes; Commissioner Engele, Yes; Commissioner Gibson, Yes. The motion carried 5-0

9. OLD BUSINESS

None

10. NEW BUSINESS

1. Disbanding of the Personnel Board

This item tabled for a later date and to be reviewed at a workshop.

3. Workshop on the Oak Hill Seafood Co-Op (Mayor)

The Mayor explained that Susan Cook wants to address the Commission in a work shop as to what the Seafood Co-OP would like to do for the city. The Commission selected June 1st at 3:00 pm for the workshop.

11. 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

12.COMMENTS/CONCERNS FROM COMMISSION MEMBERS

Commissioner Engele stated that he wanted to continue attending the TPO meetings, also stated that he had received an email from Dana Thompson about the Rail to Trails program and would like to look into it more.

13.ADJOURNMENT 7:34pm

MARY LEE 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

3:00 P.M. – COMMISSION CHAMBERS - CITY HALL

June 1, 2011

MINUTES

A. OPENING

B. ROLL CALL

Present at Roll Call: Mayor Mary Lee Cook till 3:30pm, Vice Mayor Linda Hyatt, Commissioners Ron Engele, Kathy Bittle, and Douglas Gibson.

C. DISCUSSION OF CITY BUSINESS

The Commission stated their concerns about how we were going to set rules for the time clock. Since everyone has different ideas it was suggested that it be placed on the agenda for June 13, 2011.

City Clerk Laura Goodearly had given permission for the Road and Street and Parks departments to purchase water at Anchor Hardware.

An out of order sign was asked to be placed on the water fountains in the back of the meeting room.

There was a discussion between Commissioner Engele and Commissioner Bittle on the starting times for the Road and Street Department and Parks. Commissioner Bittle stated that she wanted to have someone at the parks in the later hours of the day to help control some of the loitering. The Police Department will be patrolling the parks more during the day and after closing. The city will purchase signs with the park hours. Commission Bittle would like to hire a part time worker for the park and have Terry Payne work in the Road and Street Department.

The Commission decided to leave the personnel board in the new personnel manual.

The City Clerk reminded the Commission that she will be on vacation 6/17 through 6/27 and that Kohn will need someone to fill in at lunch.

City Clerk informed the commission that the septic tank at the park had to be pumped out, because it was an emergency call and on a holiday it cost \$550.00.

D. ADJOURNMENT 4:15pm

MARY LEE COOK, MAYOR

ATTEST:

LAURA GOODEARLY, CITY CLERK

APPROVED FOR LEGALITY AND FORM:

SCOTT E. SIMPSON, CITY ATTORNEY

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12:43 PM
06/08/11

City of Oak Hill
A/P Aging Detail
As of June 8, 2011

Type	Date	Num	Name	Memo	Open Balance
Current					
Bill	5/31/2011	215725	Watkins Oil Co. Inc.	Cruiser Fuel/PD - 9.8, PW - 11.2	410.88
Bill	6/1/2011	11832	Myron's Auto Service	Fuse, oil and filter and rotate - Car #16	125.82
Bill	6/1/2011	0000067098	Waste Pro	May - Garabage	10,227.82
Bill	6/1/2011	3640610	Volusia County Health Dept.	DEP License and Operating permit - MD	200.00
Bill	6/1/2011	93079233	Harris Corporation	June - Maintenance contract	55.00
Bill	6/1/2011	May	Scott E. Simpson, P.A.	May Legal Services	1,893.00
Bill	6/1/2011	0420	Florida Municipal Insurance Trust	Fourth Insraliment - Insurance	14,982.00
Bill	6/1/2011	UTL00022	COUNTY OF VOLUSIA	Quarterly Billing - Water testing	1,421.05
Bill	6/1/2011	May	PETTY CASH	Postage, and business cards-Pd, Book and Postage-CH	117.61
Bill	6/2/2011	553178	ANCHOR HARDWARE	Operating Equipment - Staples and Stapler	37.94
Bill	6/2/2011	553179	ANCHOR HARDWARE	Water samples for the parks	9.79
Bill	6/2/2011	water	Florida Department of Health	June - Tractor Payment	75.00
Bill	6/2/2011	9720774	AGCO Finance LLC	July - Tractor payment	1,244.40
Bill	6/2/2011	9720774	AGCO Finance LLC	Code Enforcement Training	1,244.40
Bill	6/2/2011	0111017	UNIVERSITY OF CENTRAL FLORIDA	June - Building Inspector	360.00
Bill	6/3/2011	June	DENNIS FISHER	June - 1st meeting	1,667.00
Bill	6/3/2011	June 13, 2011	Michael J Herndon Cleaning	Oil change - Car #17	100.00
Bill	6/3/2011	11851	Myron's Auto Service	3 - cats	19.95
Bill	6/3/2011	60	SOUTHEAST VOLUSIA HUMA	June - Vision	240.00
Bill	6/3/2011	3762501	SafeGuard Dental & Vision	truck Maint - oil and filter	52.84
Bill	6/6/2011	9204115722165	Advance Discount Auto Parts	Operating Supp/RS - screws and tapcons	7.77
Bill	6/6/2011	553185	ANCHOR HARDWARE		12.18
Total Current					34,504.25
1 - 30					
Bill	5/9/2011	3250936-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply - Toner	55.81
Bill	5/12/2011	15129	NSB Clothing Company	Shirts for Parks and City Hall	252.69
Bill	5/16/2011	553171	ANCHOR HARDWARE	Gen Operating Supply -keys and a box of screws	22.38
Bill	5/18/2011	778600	ANCHOR HARDWARE	hose and hose bib, teflon tape-PK, air filters-CH, Air tool oil and plug, door stop-PW	46.54
Bill	5/18/2011	3265981-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply - dvd-r	17.26
Bill	5/21/2011	11916099	Massey Services Inc	May- Pest Control	45.00
Credit	5/31/2011	C3268766-0	CAPITAL OFFICE PRODUCTS	DVD-R returned	(15.58)
Bill	5/24/2011	3264177-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply-DVD Sleeves, paper, tabs and sheet protectors	91.00
Bill	5/24/2011	U1191706	ALL FLORIDA PLUMBING & ELECTRICAL SUPPLY	Flush Valve	7.93
Bill	5/24/2011	10590670	Anderson Rentals, Inc.	MD - Porto Potty Rental	107.50
Bill	5/24/2011	215108	TUI BUSINESS MACHINES	May maintenance agreement	32.56
Bill	5/24/2011	215109	TUI BUSINESS MACHINES	May - Maintenance	35.00
Bill	5/24/2011	3264176-0	CAPITAL OFFICE PRODUCTS	Labels - Laura	24.98
Bill	5/24/2011	4770	Tech Source	Simulator Solutions	54.10
Bill	5/24/2011	771786320-092	Sprint - 771786320-Chief cell	May - Chief Cell	51.20
Bill	5/24/2011	215520264-045	Sprint-215520264-P/D air cards	May - Air Cards	227.95
Bill	5/24/2011	215520264	Sprint-215520264-P/D air cards	May - Air Cards	227.95
Bill	5/25/2011	215492	Watkins Oil Co. Inc.	Cruiser Fuel/PD -128.5, PW - 24.9, PK - 18.3	614.81
Bill	5/25/2011	Grant Checks	Omni Business Services	Grant Checks	108.08
Bill	5/25/2011	0738015-01	Bright House Networks	June - Internet	79.95
Bill	5/25/2011	0905059-01	Bright House Networks	June - Internet	89.95
Bill	5/25/2011	20259	PREPAID LEGAL SERVICES, INC.	June - PrePaid Legal	24.90
Bill	5/27/2011	3268766-0	CAPITAL OFFICE PRODUCTS	Gen Operating Supply - envelope, toner, battery, dvd-r	113.14
Total 1 - 30					2,325.10
> 30					
Credit	5/6/2011	Purchase Power	Pitney Bowes Inc.		Open Balance
Total > 30				Credit for funds applied to the wrong account	(25.44)
TOTAL					(25.44)
					36,803.91