

REGULAR CITY COMMISSION MEETING

COMMISSION CHAMBERS - CITY HALL
234 South US Hwy 1
Oak Hill, FL 32759

JANUARY 11, 2010
6:00 P.M.
Minutes

A. OPENING

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

Commissioner Bill Marcello, Present; Mayor Darla A. Lauer, Present; Vice Mayor Mary Lee Cook, Present; Commissioner Kathy Bittle, Present; Commissioner Linda Hyatt, Present, Attorney Scott Simpson, Arrived at 6:04 p.m.

B. CITY ADMINISTRATION REPORTS

1. Presentation - Deputy City Clerk Laura Goodearly

Ms. Goodearly presented highlights from the Human Resource Training she attended. She recommended that the City consider hiring a Human Resource Manager. Vice Mayor Cook recommended that staff meet and discuss a potential future position and who would be best suited. Mayor Lauer suggested brainstorming and returning to the Commission with ideas.

C. CITY ATTORNEY NON-AGENDA ITEMS – NONE

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

Mr. Bill Redman, RCG Consulting Inc., thanked the Mayor and Commission for the letter of recognition and distributed copies of the solid waste tonnage report. He reported that Waste Pro maintained the current tracking system for City employees to utilize.

E. CONSENT AGENDA

1. Approval of the Bills and Paid Interim Bills for January 11, 2010
2. Approval of December 14, 2009 Regular Meeting Minutes

Mayor Lauer questioned the FPL bill for the VIA Hall. **A motion was made by Commissioner Marcello and seconded by Commissioner Hyatt to approve consent agenda items 1 and 2 with additions of the following bills and noted changes to the minutes. RCG, Inc, \$1,014.00; Virginia Haas, \$37.00; Jim Smith, \$1,468.75; Kohn Evans, \$22.30 and Mike Herndon, \$100.00. The motion carried 5-0 with voting as follows: Commissioner Marcello, Yes; Mayor Lauer, Yes; Vice Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.**

F. OLD BUSINESS

1. Memorandum of Understanding - Oak Hill Seafood Cooperative Center (Susan Collins-Cook)

Mrs. Cook explained that creation of the Seafood Cooperative Center would create 35 jobs and at present there are 11 workers at the waterfront and in the fish store. She stated that the Cooperative's goal is to partner with the City in order to apply for grants. She continued that the first goal is to set up a distribution center located on US1 purchased by the Cooperative and then apply for a grant for a steel distribution building. She stressed the importance of bringing the Oak Hill name back to the public. She indicated according to the memorandum that the City would set up the initial account and monitor all monies in and out. Attorney Simpson stated that he would prefer that the City issue a Resolution and did not indicate that a memo of understanding was needed at this time. He voiced concern regarding placing the Cooperative in the Sunshine and noted that the City could support the project through a resolution and review the grants on a case by case basis. **The Commission requested a resolution for next meeting and asked that the grants be reviewed with City staff.**

2. Goal for Completion of Personnel Manual and Police Department Manual (Vice Mayor Cook)

The Commission requested that the review of the Personnel Manual begin again at the 5 p.m. Workshop Meetings. Following completion it would be forwarded to the City Attorney for review and he will in turn have it reviewed by the City Attorney of South Daytona. Officer Young indicated that a department addendum was approved in 2004 and she stated that the entire addendum is included in the original Police Department Policy Manual. Attorney Simpson replied to Mayor Lauer that the addendum could be removed by vote of the Commission. Officer Young recommended that a model Police Department manual be acquired from another City and then be reviewed by a panel of citizen experts. **Attorney Simpson requested that a resolution be brought forth for approval by the Commission to remove the existing 2004 addendum.**

G. NEW BUSINESS

1. Purchase of 15k Generator for City Hall (Commissioner Marcello)

A motion was made by Commissioner Marcello and seconded by Vice Mayor Cook to approve the purchase of a 15K Generator in the amount of \$1,200. The motion carried 5-0 with voting as follows: Commissioner Marcello, Yes; Mayor Lauer, Yes; Vice Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

2. Motion to Appoint Jane Andrews as 2nd Alternate to the PLDRC. (City Clerk)

Ms. Jane Andrews was appointed as 2nd Alternate to the PLDRC by consensus of the Commission.

3. Purchase of Time Clock for City Employees (Vice Mayor Cook)

Vice Mayor Cook noted that after some research she had come to the conclusion that a time clock would not be feasible to the City due to the 4 shifts currently in place. She requested that the item be withdrawn. There was no public comment.

4. City Health Insurance – Opt Out (Deputy City Clerk)

Ms. Goodearly explained that City Employee Kohn Evans wished to opt out of the City's Medical Plan. Mayor Lauer expressed no problem with opting out however there would be no cash in lieu of opting out. Mayor Lauer responded to Ms. Goodearly that she should check with the City Health Provider to review what options are available for part time employees.

5. Future Land Use and Zoning Maps Update (City Planner Jim Smith)

The City Clerk explained there was a need for the 2004 Zoning and FLUM map to be updated. The Commission voiced approval for the updates provided the funds were available in the budget.

6. Motion to Appoint the City Clerk as Authorized Contact for the Bank of America and Suntrust Bank. (City Clerk)

Mayor Lauer passed the gavel. A motion was made by Mayor Lauer and seconded by Commissioner Hyatt to appoint the City Clerk as Authorized Contact for the Bank of America and Suntrust Bank. The motion carried 5-0 with voting as follows: Commissioner Marcello, Yes; Mayor Lauer, Yes; Vice Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

7. RESOLUTION NO. 2010-01; A RESOLUTION OF THE CITY OF OAK HILL, FLORIDA, ESTABLISHING A PAY INCREASE FOR ADMINISTRATIVE ASSISTANT KOHN EVANS; AND ESTABLISHING AN EFFECTIVE DATE. (Vice Mayor Cook)

Vice Mayor Cook remarked that Mrs. Evans had performed so well in the past three months that she recommended that the raise be changed to \$10.00 per hour. A motion was made by Commissioner Marcello and seconded by Commission Hyatt to adopt Resolution No. 2010-01 with the amended pay of \$10.00 per hour. The motion carried 5-0 with voting as follows: Commissioner Marcello, Yes; Mayor Lauer, Yes; Vice Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

8. Intersection of Gaines and Halifax. (Commissioner Marcello)

Commissioner Marcello reported that this intersection is populated by many children due to the closing of the school and the children boarding the bus. He voiced concern over the speeding in the area and safety of the children. He asked for the Commission to consider placing a stop sign at Gaines and Halifax. He stated that he had spoken with the School Board who responded that the area did not meet the criteria for regulatory signs. He explained that he requested that Public Works order "Slow Children" signs for placement near the area. Officer Young confirmed that there were approximately 35 children utilizing this bus stop and recommended that the bus stop be moved to Mary DeWees Park. Mayor Lauer requested that a letter be written asking for the bus stop to be moved. Mr. Bill McGee, 250 E. Halifax, voiced that this area is a concern however was against the 4 way stop. Officer Young noted that another idea might be to move the stop to Upper Room Chapel. Pastor Emerson Bolton explained he had the original bus stop at Glenn moved to the Church. He noted that there is an after school program at Mary DeWees Park. He requested that the stop lines at Gaines and Halifax be repainted.

9. City Park Maintenance and Operations. (Commissioner Bittle)

Commissioner Bittle explained that last Thursday at the County Council meeting the Parks and Recreation Department submitted a mini budget plan eliminating the maintenance of our city parks. The outcome was that the County Manager would be meeting with each of the cities to discuss a compromise. She continued that she met with the Recreation Manager Sharon Mooney on Friday to discuss Oak Hill's after school and summer programs to see how they might be affected. The after school program at Mary DeWees Park is currently self supporting and has 29 children enrolled. The summer program has 35 kids and is self supporting also.

Commissioner Bittle stated that Ms. Mooney explained that the biggest part the city would have to take on would be the mowing of the parks and the electric bills. Commissioner Bittle reported on possible helpful programs: Adopt a Park, in kind services, grants and sponsorships which all could help with costs. She continued that Ms. Mooney met with Director Tim Bailey and the County could help the city with initial costs by providing a mower, trailer, weed eater, blower and machinery for grading the ball fields. There was also a possibility that the County would pay the City \$13,000 per year for use of the facilities and for their County customers. This would all require final approval by County Council.

Commissioner Bittle stated that the City would also have to review a possible new contract with the caretaker currently living at Mary DeWees Park. The caretaker currently opens/closes parks, cleans bathroom and keeps an eye out on the park. There was some discussion regarding the deeds to the parks.

H. BOARDS & COMMITTEES – NO REPORTS

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

I. POLICE DEPARTMENT RELATED ITEMS (Temporary Acting Chief Young)

Officer Young reported on calls for the quarter. She reported that moral and productivity in the Police Department was improving. She explained that EmployMed at Halifax Hospital would now be conducting our physicals (\$75) and drug screening (\$35) and also in emergency situations could perform the service in house. She requested if she could research specific physical requirements and obtain a more precise description of abilities to perform the job of Police Officer. She requested that the City establish a policy concerning minimum time lapse regarding drug use in order to protect its employees in the future. The Commission agreed. Officer Young reported that the Oak Hill Police Department performs all functions in regards to animal control and the County collects the fees. Attorney Simpson stated that he would be working with Officer Young to form a City Citation Program to address this issue.

J. COMMENTS/CONCERNS FROM COMMISSION MEMBERS

Mayor Lauer indicated that Chief Grasso should not return to work unless he produces a full duty work release from his doctor. The Commission agreed.

Mayor Lauer requested to promote Officer Young to a permanent Lieutenant position to show her full stepping in the ranks. A motion was made by Commissioner Marcello and seconded by Commissioner Hyatt to promote Officer Diane Young to a permanent Lieutenant position. The motion carried 5-0 with voting as follows: Commissioner Marcello, Yes; Mayor Lauer, Yes; Vice Mayor Cook, Yes; Commissioner Bittle, Yes; Commissioner Hyatt, Yes.

Bill McGee stated that Edgewater had opened a Humane Center and would possibly partner with Oak Hill.

Commissioner Hyatt reaffirmed that Chief Grasso must have proof from his doctor to return to full duty and as a Working Chief. Mayor Lauer responded that a Special Meeting could be called if needed.

Commissioner Bittle thanked Officer Young for the Christmas Toy Drive.

Commissioner reported there would be a meeting with Signco on Thursday. He reported that there could not be a crosswalk at Halifax and US 1 because a stop light would be needed.

Mayor Lauer reported that the City Attorney would now only be attending 1 Commission Meeting per month.

Vice Mayor Cook reported that the problem she and the attorney were working on had been handled and closed.

K. ADJOURNMENT

There being no further business, the meeting adjourned at 7:48 p.m.

DARLA A. LAUER/MAYOR

ATTEST:

VIRGINIA S. HAAS, CITY CLERK/ADMINISTRATOR

APPROVED FOR LEGALITY AND FORM:

SCOTT E. SIMPSON, CITY ATTORNEY