



## **CITY OF OAK HILL**

### **REGULAR CITY COMMISSION MEETING**

#### **COMMISSION CHAMBERS - CITY HALL**

**234 South US Hwy 1  
Oak Hill, FL 32759**

**August 23, 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.

Mrs. Jennifer Suggs voiced her concern about the bus stop being moved and requested that the bus stop at Halifax and Gaines be re-added. She stated that she had a petition from parents requesting this change. Commissioner Marcello responded that as a Commission the City could assist in requesting the move of the bus stop however the decision would ultimately be up to the School Board. He stated that the City would be glad to offer a letter of support.

#### **B. PRESENTATION – Water and Sewer Update**

Mr. Pete Zahn, Zahn Engineering, reported that staff had met with Jack Hayman and Mr. Hayman had stated support in amending the Tri-Party Agreement. Mr. Zahn also reported on a meeting with Farmton who were supportive in possibly providing additional water sources. He continued that he met with Junos Reed regarding the cost for putting in the system. Mr. Reed had suggested a system called AirVac that is currently in use in Sanford that could potentially cut the cost in half.

#### **C. CITY ADMINISTRATION REPORTS**

The City Clerk requested sod for the VIA Hall. The Commission agreed.

The City Clerk requested a replacement for Commissioner Marcello on the TPO Board. Commissioner Hyatt and Mr. Ron Engele agreed to attend the next meeting. The next meeting is scheduled for September 28, 2010 at 8 a.m.

The City Clerk reported that the City received a matching safety grant in the amount of \$1,900 for safety equipment at Public Works and a new fence for Chung Park.

#### **1. GASB- 45 Compliance**

Mr. Gene Gizzi reported that the GASB-45 was a required unfunded liability and must be measured and reported by October 1, 2010. He relayed that he spoke with several firms to conduct an actuary study. He recommended Foster and Foster in the amount of \$1,500. He explained should the auditor find the report immaterial then nothing else would be required for another 3 years.

**A motion was made by Commissioner Marcello and seconded by Commission Hyatt to employ the firm Foster and Foster to conduct the City's actuary study in the amount not to exceed \$1,500.00 as recommended by the City's Agent and Auditor. 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.**

#### **D. CITY ATTORNEY NON-AGENDA ITEMS – NOT PRESENT**

#### **E. POLICE DEPARTMENT RELATED ITEMS (Chief Young)**

##### **1. Drunk Driving. Over the Limit. Under Arrest.**

Chief Young reported that the Oak Hill Police Department was participating in the Labor Day Crack down on drunk driving which would fulfill part of the grant process.

Chief Young reported that the matching grant money was received for the server as well as the matching grant funds for the vests.

Chief Young requested a new taser (\$800) and 2 tasers were in need of refurbishing in the amount of \$150.00. **A motion was made by Commissioner Marcello and seconded by Commissioner Hyatt to purchase one new taser in the amount of \$800.00 and refurbish the other 2 tasers in the amount of \$150.00 as well as place a new taser for purchase in the next budget year. 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. CITY PLANNER**

##### **1. Review of Amended Proposal from Julie Wood**

Mrs. Beamer explained that the Commission would determine if matches for grants were available in the budget. She reported that the most successful grants would be concerning the commercial fishing and the waterfront grants. She listed other sources of funding. She continued that Bill's Hill would need an environmental assessment.

She concluded that the most important item for the City at this time is the water and sewer amendment to the Tri-Party Agreement.

Mrs. Wood stated that the County had never been in a mode to help Oak Hill. She stated that choosing a grant writer would include a bid process for a project. She indicated that the City had spent funding on people who were not vested in the City. She stated that she had already given time to Oak Hill in previous grants and questioned the role of Zahn Engineering and Will Weathers. She stated that she could assist in completing the Comprehensive Plan.

## **2. Pond Ordinance Recommendation**

Mrs. Beamer reviewed the list of requirements regarding pond ordinances for the City. Mayor Lauer stated that she liked the County's ordinance and wished to mimic that for the City ordinances. The Commission directed the City Planner to work with the Building Official on a draft ordinance.

## **3. Offsite Signage Recommendation**

Mrs. Beamer explained that the City currently had no regulation regarding off site signage. The Commission agreed with all presented in the Planner's memo and directed staff to draft an ordinance.

## **G. CITIZEN PARTICIPATION (Non-agenda - 15 Minutes)**

Mr. Ron Engele, 131 Canal, requested an update on the status of the interlocal annexation agreement. City Planner Beamer responded that the interlocal was still in the process of preparation by the County.

Mr. Donald Kruck, 452 S. US Hwy. 1, asked the Commission if they had received his letter regarding staff. The Commission all confirmed.

Mrs. Sue Payne, 114 Campton, requested an update on the after school program. Commissioner Bittle stated that the program at this time was showing as self sustaining however there were currently no special programs. The Commission requested that whoever had keys to the VIA Hall must sign a key form with City Hall. The City Clerk requested a sign in sheet to track activities at the hall for the ECHO report.

## **H. CONSENT AGENDA**

1. Approval of the Bills and Paid Interim Bills for August 23, 2010
2. Approval of August 3, 2010 Workshop Meeting Minutes
3. Approval of August 9, 2010 Workshop Meeting Minutes
4. Approval of August 9, 2010 Regular Meeting Minutes
5. Approval of August 17, 2010 Budget Workshop Minutes

**A motion was made by Commissioner Marcello and seconded by Commissioner Hyatt to approve consent agenda items 1-5 with the addition of two bills. 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.**

## **I. OLD BUSINESS**

### **1. Oak Hill Parks Update (Commissioner Bittle)**

Commissioner Bittle reported that the County Council had signed the Parks Termination Agreement. She also reported on a meeting with Sharon Mooney regarding the continuation of the after school program at Mary DeWees Park and noted that the program must remain self supporting if it was to continue.

## **J. NEW BUSINESS**

### **1. Jordan & Associates – Available Small Cities Grant Funding**

Jordan & Associates reported that a grant cycle had just closed and the housing rehabilitation cycle for 2010 will be open for 45 days. They reported that a preliminary score was run and the housing rehabilitation program would be the easiest to apply for which would assist substandard homes. The CDBG Small Cities grant is no match and a City can apply for up to \$650,000. Jordan & Associates stated that they could begin the grant process at no cost to the City however they requested that the City begin procurement process to select a grant writer. Commissioner Marcello stated that this grant would assist in helping the low to moderate income citizens in bringing their houses up to code. The payment to the selected grant writers would be approximately 15% of the grant.

**A motion was made by Commissioner Hyatt and seconded by Vice Mayor Cook to pursue the CDBG Small Cities Grant and begin procurement process to choose a grant writer. 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.**

**Jordan and Associates stated that an Advisory Task Force would need to be created.**

Mr. Bill Lindholm 351 N. US Hwy. 1, Carpet Mill Connection, stated that prior to installing any sign he met with the Building Official to ensure the correct size and placement of the sign.

Mr. Donald Kruck, Redfish Lodging, voiced that he sees no problem with a sign being permitted on a business owner's property.

**K. 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

**L. COMMENTS/CONCERNS FROM COMMISSION MEMBERS**

**NO REPORTS**

**M. ADJOURNMENT**

**There being no further business, the meeting adjourned at 8:04 p.m.**

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DARLA A. LAUER/MAYOR

**ATTEST:**

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VIRGINIA S. HAAS, CITY CLERK/ADMINISTRATOR

**APPROVED FOR LEGALITY AND FORM:**

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SCOTT E. SIMPSON, CITY ATTORNEY