



REGULAR CITY COMMISSION MEETING

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

May 13, 2013

6:00 P.M.

MINUTES

A. OPENING

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

Present at Roll Call: Mayor Douglas Gibson, Commissioners Kathy Bittle and Ron Engele. Vice Mayor Bracy and Commissioner Livingston were absent.

B. PRESENTATION

C. CITY ADMINISTRATION REPORTS

1. Jordan and Associates – CDBG Small Cities Grant

Ronnie Vanzant presented the following items ready for approval:

1. Client# OH-01 (LaRosa) – ACP Package #2 in the amount of \$12,882.56 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Partial Affidavit and Lien Waiver.
2. Client# OH-03 (Fox) – ACP Package #3 in the amount of \$9,021.00 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.
3. Client# OH-04 (Goodrich) – ACP Package #3 in the amount of \$6,660.00 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.
4. Client# OH-05 (Robinson) – ACP Package #2 in the amount of \$25,539.20 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.
5. Client# OH-08 (Howland) – ACP Package #1 in the amount of \$11,277.60 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.
6. Client# OH-09 (Westberry) – ACP Package #1 in the amount of \$38,284.80 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.
7. Client# OH-02 (Jaeger) – ACP Package #1 in the amount of \$33,072.00 requested by Merrick Construction Services, Inc. Included within the attached file is a copy of the required Partial Affidavit and Lien Waiver.
8. Client# OH-06 (Safford) – ACP Package #3 in the amount of \$8,561.02.00 requested by Merrick Construction Services, Inc. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.

Further, we have attached a Change Order to the agreement between Merrick Construction Services, Inc. and Client # OH-02 (James Jaeger) as well as a Temporary Relocation Payment request from Client # OH-09 (Westberry)

The City Clerk explained she had spoken to the City Attorney and due to only having a quorum of 3 and the need for all motions to be passed unanimously, he advised Commission to only approve the items that do not include relatives of Commissioner Bittle.

Commissioner Engele made a motion and it was seconded by Commissioner Bittle to approve item numbers 1, 2,3,7,8 and the Changer Order for OH-02 Jaeger. Roll Call Vote: Mayor Gibson, Yes; Commissioner Engele, Yes; Commissioner Bittle, Yes. The motion carried, 3-0.

2. Volusia County Growth Management Commission

The City Clerk explained that VCGMC had requested a representative from the City begin to attend the meetings as they felt it would be extremely beneficial for everyone.

Commissioner Engele stated he would attend.

3. Farmton Pre Application Conference

The City Clerk stated there will be a Pre-Application for the Farmton Project held on May 31, 2013 at 9AM at the Volusia County Administration Building (123 West Indiana Avenue, DeLand). She also stated she has asked the City Planner to attend this meeting.

4. May 27, 2013 Commission Meeting

The City Clerk informed the Commission the second meeting in May falls on Memorial Day and therefore the offices are closed.

The Mayor suggested the Commission hold the next meeting on May 20, 2013 at 6PM; the Commission agreed by consensus.

5. City Clerk - Vacation June 24, 2013 thru June 28, 2013

The City Clerk requested June 24, 2013 – June 28, 2013 for vacation. The Commission agreed by consensus.

6. River Fest May 18th 2013

The City Clerk informed everyone there will be a RiverFest at Mary Dewees Park which will include a reenactment group who will be spending the weekend at the park.

B. CITY ATTORNEY NON-AGENDA ITEMS (Scott Simpson) - NONE

C. POLICE DEPARTMENT RELATED ITEMS (Captain Summers) - NONE

D. CITY PLANNER ITEMS (Montye Beamer)

1. Comprehensive Plan Update

The City Planner stated the PLDRC held a Public Hearing on May 9, 2013 to discuss the Comprehensive Plan draft #1 and decided to send the draft to the City Commission for their approval. This will happen by the first meeting in June.

2. Working waterfronts

The City Planner stated in working with the Comp Plan the subject of a working waterfront arose and after some research she believes it would be a subject that the Waterfronts Committee should pursue, beginning with the 2013 Spring Waterfronts Florida Meeting.

The Commission agreed and directed the City Clerk to forward the information to the Waterfronts Committee.

3. Brownfield Coalition

The City Planner informed the Commission that the Brownfield Coalition Grant that the Cities of New Smyrna Beach, Edgewater and Oak Hill applied for has been granted. She also assured the Commission that she will keep them abreast of the process as it moves forward.

4.

RESOLUTION NO. 2013 - 02

A RESOLUTION OF THE CITY OF OAK HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING THE "2013 VOLUSIA COUNTY INTEGRATED FLOODPLAIN MANAGEMENT PLAN"; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Planner stated this resolution accepts the new floodplain maps; which are quite beneficial to the City. She also stated the new maps would not be completely adopted until possibly 2014 due to a lawsuit by Ormond Beach.

Commissioner Bittle made a motion and it was seconded by Commissioner Engele to approve Resolution 2013-02. Roll Call Vote: Mayor Gibson, Yes; Commissioner Engele, Yes; Commissioner Bittle, Yes. The motion carried, 3-0.

E. CONSENT AGENDA

1. Approval of the Bills and Paid Interim Bills for May 13, 2013
2. Approval of the Regular meeting minutes of the Regular meeting minutes April 22, 2013.

Commissioner Bittle made a motion and it was seconded by Commissioner Engele to approve the Consent Agenda including the approval of the April 22, 2013 Workshop Minutes. Roll Call Vote: Mayor Gibson, Yes; Commissioner Engele, Yes; Commissioner Bittle, Yes. The motion carried, 3-0.

F. OLD BUSINESS

1. Future Annexations (Commissioner Engele)

Commissioner Engele expressed his desire to continue with future annexations and would like to continue exploring the City's options.

The City Planner explained the County has reviewed the remaining enclaves and at this time there are none that meet the Interlocal Agreement requirements. She suggested a meeting with the County Council to explore further options.

The Commission agreed by consensus to send a letter requesting a joint meeting with the County Council.

2. Public Works Building Bids

The City Clerk informed the Commission that the previous bids have expired and all contractors who bid the job have stated their proposals would need to be adjusted.

The Commission agreed by consensus to put out a second Request for Proposal.

3. Space Florida (Vice Mayor)

The Mayor informed the Commission that he attended the County Council meeting as requested by Deb Denys, County Chairperson District #3; he stated he spoke to the County Council about all the different concerns and hopes he had heard from citizens regarding this matter. The Mayor also stated that other Oak Hill citizens also attended and conveyed their thoughts to County Council as well.

The Mayor stated this item needed to be tabled as the Vice Mayor was not present.

G. NEW BUSINESS

1. FDOT Contract (Commissioner Engele)

Commissioner Engele stated with the new sidewalk being installed and the possibility of added responsibility for Public Works, it may be time to approach FDOT about the current Highway Maintenance Contract. He suggested the Mayor call George Workman the City's FDOT contact to begin discussion of the contract and possible amendments.

The Commission agreed by consensus for the Mayor to contact George Workman with FDOT.

2. Commission Meeting Procedures (Mayor) - **TABLED**
3. Elected Officials Ethics (Mayor) - **TABLED**
4. Commission Reimbursement for Expenses (Mayor)

The Mayor stated the Charter states that Commissioners could be reimbursed for expenses incurred while performing their duties. Although no one on the Commission has requested reimbursement at this time it may happen in the future and at this time there are no guidelines in place for this, and is something the Commission should consider.

Mary Lee Cook, Ariel Road, stated in the past the Commission received \$100 monthly; \$50 for phone usage and \$50 for performing duties, but that was stopped.

The Commission directed the City Clerk to research when and how the reimbursement funds were stopped.

J. BOARDS & COMMITTEES

EZDA (Enterprise Zone Development Agency)

Mike Arman, EZDA Chairman updated the Commission on the various items he is working on:

The EZDA contact information for the City should reflect changes on the website soon as all the proper paperwork has been turned in.

Mr. Arman is now receiving leads from interested business owners who are interested in certain properties to locate their businesses. At present he is in contact with one business owner of a T-shirt company as the City has property available that would accommodate that business.

Mr. Arman has also been in contact with Lydia Gregg with HUD housing and she is willing to provide an outline of a course to help new business owners begin a business.

Economic Development Board

Appoint Mike Arman as Economic Development Board Chairperson

Commissioner Bittle made a motion and it was seconded by Commissioner Engele to appoint Mike Arman as EDB Chairperson. Roll Call Vote: Mayor Gibson, Yes; Commissioner Engele, Yes; Commissioner Bittle, Yes. The motion carried, 3-0.

Waterfront Committee

Request funds to attend the Spring 2013 Waterfronts Florida Program Meeting – San Carlos Island. - TABLED

PLDRC (Planning & Land Development Regulation Commission)
Parks and Recreational Advisory Board
Historical Preservation Board

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

Lyn Seaward, Ezra Road, she stated she is quite pleased that the City of Oak Hill is represented by such competent and eloquent citizens and public officials.

L. COMMENTS/CONCERNS FROM COMMISSION MEMBERS

The Mayor stated since the County Council has passed a Resolution supporting Space X venture, they may be looking to Oak Hill to do the same. The City will need to continue discussions on this matter as it affects the City greatly.

Commissioner Bittle stated she cannot support Space X as it was her families that were moved from Shiloh when Kennedy Space Center was built and she fears the same could happen again.

Also, she is concerned that the types of gases, fumes and material that will be used could potentially be harmful to the environment, water supply and people.

Commissioner Engele stated the more Space X is discussed the more he learns so he suggests we keep talking and find out as much information as possible.

Commissioner Engele stated the Commission has not heard from Florida Rural Waters Association and he would like an update.

The Commission agreed and directed the City Clerk to contact the representative to request him to SKYPE in to a meeting or issue a written update at his earliest convenience.

M. ADJOURNMENT – 7:22PM



DOUGLAS GIBSON, MAYOR

ATTEST:



KOHN EVANS, CITY CLERK/ADMINISTRATOR

APPROVED FOR LEGALITY AND FORM:



SCOTT E. SIMPSON, CITY ATTORNEY

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.