



**CITY COMMISSION MEETING**

**COMMISSION CHAMBERS - CITY HALL**

**234 South US Hwy 1**

**Oak Hill, FL 32759**

**386-345-3522**

**August 12, 2013**

**6:00 P.M.**

**MINUTES**

**A. OPENING**

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

**Present at Roll Call: Mayor Douglas Gibson, Vice Mayor Jeff Bracy, Commissioners Kathy Bittle, Robert Livingston and Ron Engele.**

**B. PRESENTATIONS - NONE**

**C. CITY ADMINISTRATION REPORTS**

1. Brent Millikan Contract Extension

**Alex Kish of Brent Millikan informed the Commission that the City's current contract for auditing services has expired and he presented a contract extending those services to the 2015 fiscal year.**

**Vice Mayor Bracy made a motion and it was seconded by Commissioner Bittle to approve Brent Millikan's contract renewal for auditing services. Roll Call Vote: Mayor Gibson, Yes; Vice Mayor Bracy, Yes; Commissioner Engele, Yes; Commissioner Livingston, Yes; Commissioner Bittle, Yes. The motion carried, 5-0.**

2. Jordan and Associates – CDBG Small Cities Grant

- 1) **Client # OH-08 (Howland) – ACP Package #3 in the amount of \$8,915.80 requested by Conner Construction, LLC. Included within the attached file is a copy of the required Final Affidavit and Lien Waiver.**
- 2) **Client # OH-09 (Westberry) – Temporary Relocation Payment #3 in the amount of \$105.44 requested by Mr. and Mrs. Westberry to offset storage costs incurred as a result of their involvement in the City's CDBG program.**
- 3) **Client # OH-08 (Howland) – Payment of a lead clearance test with report performed by Lead Paint Solutions in the amount of \$275.00**

**Commissioner Engele made a motion, seconded by Commissioner Livingston, to approve the requests for payments as presented by Jordan and Associates. Roll Call Vote: Mayor Gibson, Yes; Vice Mayor Bracy, Yes; Commissioner Engele, Yes; Commissioner Livingston, Yes; Commissioner Bittle, abstained. The motion carried, 4-0.**

Commissioner Engele inquired how much money was left in the Grant. Mr. Vanzant stated he would send that to the City Clerk.

Commissioner Bittle stated there seems to be some confusion in regards to the Howland project; there was a change order to reimburse the grant for carpet that was not used but she was under the impression that those funds were instead to be used to pay a portion of the refinishing of the wood floors.

Mayor Gibson inquired when the new grant cycle would be opened. Mr. Vanzant informed the Commission the new cycle would not open until December and if the Commission would like to reapply a 45 day notice would be sufficient to compile all the necessary paperwork. He also cautioned the Commission that their grant score would be slightly lower than the prior year due to already receiving the grant.

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

**E. POLICE DEPARTMENT RELATED ITEMS (Captain Summers) - NONE**

**F. CITY PLANNER ITEMS (Montye Beamer)**

Commissioner Engele inquired about the status of the Comp Plan.

The City Planner stated that DEO is the only organization that hasn't replied with their comments, but she expects to hear from them soon.

Mr. Morehead, Scottsmoor, read a letter into record stating his property along River Road in Oak Hill has been mistakenly designated as Conservation and he would like it corrected.

Mayor Gibson requested this item to be placed on the next Agenda.

Mayor Gibson inquired about New Smyrna Beach annexing property over 10 acres; he was under the impression Cities could not annex over 10 acres at a time.

The City Planner stated if the property owner is voluntarily annexing the size of the property is not an issue.

Mayor Gibson stated both Edgewater and New Smyrna Beach have sent out letters encouraging property owners to annex into their cities and he feels Oak Hill should do the same. The Commission agreed.

The City Clerk asked the Commissioners to please assist her in compiling positive aspects of Oak Hill to include in that letter.

#### **G. CONSENT AGENDA**

1. Approval of the Bills and Paid Interim Bills for August 12, 2013
2. Approval of the Regular meeting minutes of the July 22, 2013.

Commissioner Bittle made a motion and it was seconded by Commissioner Livingston to approve the consent agenda. Roll Call Vote: Mayor Gibson, Yes; Vice Mayor Bracy, Yes; Commissioner Engele, Yes; Commissioner Livingston, Yes; Commissioner Bittle, Yes. The motion carried, 5-0.

#### **H. OLD BUSINESS**

1. Public Works Building

Commissioner Engele stated he was concerned with the placement of the Public Works building on the north side of the City Hall property, as he has observed that during hard rains the area floods.

Vice Mayor Bracy stated the contractor would know best in this matter and he volunteered to speak with Steelmasters about this matter. The Commission agreed.

2. Annexations

Addressed earlier in the meeting.

**I. NEW BUSINESS**

1.

**RESOLUTION #2013-04**

**A RESOLUTION OF THE CITY OF OAK HILL, VOLUSIA COUNTY, FLORIDA, ADOPTING ANIMAL LICENSING FEES TO BE CHARGED BY THE CITY; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

The City Clerk read Resolution 2013-04 by heading only.

Vice Mayor Bracy stated the cost for the two year license should be \$12 and not \$14.

Commissioner Bittle made a motion and it was seconded by Commissioner Engele to approve Resolution 2013-04 including the correction for the two year license. Roll Call Vote: Mayor Gibson, Yes; Vice Mayor Bracy, Yes; Commissioner Engele, Yes; Commissioner Livingston, Yes; Commissioner Bittle, Yes. The motion carried, 5-0.

2. Public Works – Mowers

Vice Mayor Bracy stated he would like to see some additional quotes for the mowers before making a decision. The Commission agreed and requested this to be placed on the next agenda.

3. Motto Contest

After some discussion the Commission agreed that the winner of the Motto Contest is Connie Newton. Her motto is, "City of Oak Hill – where we make fishers of many."

The Mayor then picked from a cup the Motto from Donna Ross and Tom McGow, "Come Chill in Oak Hill."

**J. BOARDS & COMMITTEES**

EZDA (Enterprise Zone Development Agency)



Mike Arman stated he had compiled some information in regards to commercial space travel and he forwarded it the City Clerk; he also suggested possibly putting the information on the City's website.

Mr. Arman also expressed his satisfaction with the CDBG Small Cities grant and he hopes we can do another cycle and improve the homes of more citizens.

Waterfront Committee  
PLDRC (Planning & Land Development Regulation Commission)  
Parks and Recreational Advisory Board

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

Douglas Conniff, North Putnam Road, presented the Commission with a packet he has been working on to improve the river shoreline and requested a letter from the Commission so that he can continue to pursue this endeavor.

Mayor Gibson requested this to be placed on the next agenda.

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

Commissioner Engele stated a ditch on Flamingo Road is in need of clearing. He volunteered to show Public Works the location of the ditch. The Commission agreed.

Commissioner Engele stated he has spoken to Building Official Dennis Fischer in regards to the property that was cleared on West Halifax Avenue. After research and conversations with SJWMD, the County and the City Attorney it has been decided the property owner is well within his rights and he considers the issue closed.

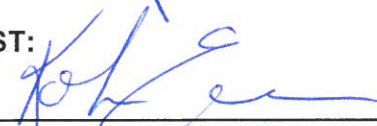
Commissioner Bittle stated if the City does another CDBG Small Cities Grant the Commission needs to insure that issues that arose in the current grant are not repeated.

Vice Mayor Bracy thanked all who participated in the Motto contest and expressed his happiness with the chosen motto.

#### **M. ADJOURNMENT – 7:30PM**

  
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DOUGLAS GIBSON, MAYOR

ATTEST:

  
\_\_\_\_\_  
KOHNS EVANS, CITY CLERK/ADMINISTRATOR

APPROVED FOR LEGALITY AND FORM:

  
\_\_\_\_\_  
SCOTT E. SIMPSON, CITY ATTORNEY