

COMMISSIONERS:

DeLoris Roberts, Mayor
Eleanor Randall, Vice Mayor
John Martin
Terry Knowles
William Carlton

CITY MANAGER:

Chad M. Shryock, City Manager
Donna R. Mayes, City Clerk

CITY ATTORNEY:

Patricia Carter

MINUTES REGULAR COMMISSION MEETING NOVEMBER 7, 2005

Mayor Roberts called the meeting to order at 6:30 PM. Ms. Roberts gave the Invocation and Commissioner Martin led the Pledge of Allegiance. All of the Commissioner's were in attendance along with City Manager Shryock and City Clerk Mayes.

Mayor Roberts and City Manager Shryock reviewed the new agenda format for the Board explaining the addition of the Consent Agenda that could be approved by one single motion if nothing needed discussing. If an item was to be an issue, any Commissioner has the right to pull the item off for discussion.

APPROVAL OF AGENDA

Moved to approve the agenda.

Motion – Commissioner Martin

Second – Commissioner Knowles

Discussion – Commissioner Martin brought up the subject of the placement of citizen's comments at the end of the agenda and his concern for the elderly people having to stay the entire meeting, especially if they are long, before getting to address the Board. Commissioner Carlton and Knowles voiced their agreement. Commissioner Martin suggested having different meetings throughout the month for certain issues so the regular meetings would not last so long. Vice Mayor Randall encouraged going ahead with the way it is listed and maybe try it at the front of the agenda the next time.

Vote – 4-1 Commissioner Carlton casting the NO vote.

Mayor Roberts was advised that she could move the citizen's comments to anyplace on the agenda and she proceeded to move it to F – 1 under the regular agenda.

CONSENT AGENDA

Moved to approve the consent agenda on items 1, 2, 3, and 4.

Motion – Commissioner Martin

Second – Vice Mayor Randall

Vote – 5-0

PUBLIC HEARING

Ordinance 2006-03 – Second Reading – Urban Services Report

City Manager Shryock gave a brief summary explaining that this report was for three separate annexations and indicated the properties on the maps. Mr. Shryock noted that Mr. Koons from the Regional Planning Council was present to answer any questions. The Urban Services Report is required to determine concurrency for any new annexations and show that they will not reduce

the level of services or be a financial burden for the City. This is the second reading of this ordinance which has been advertised as required and has already been adopted on first reading at the October meeting.

Moved to approve Ordinance 2006-03 Urban Services Report on second reading by Title Only.

Motion – Commissioner Martin

Second – Commissioner Carlton

An Ordinance of the City of Hawthorne, Florida adopting an Urban Services Report pursuant to the requirements of the Alachua County Boundary Adjustment Act (Chapter 90-496, Laws of Florida) relating to voluntary annexations to the boundaries of the City of Hawthorne, Florida, which are reasonably compact, and contiguous to the city limits; providing severability; repealing all ordinances in conflict; and providing an effective date.

Discussion – City Attorney Carter informed that these annexations must still go through the Board of Adjustment and also the State will review and make sure they meet the requirements of law.

Vote – 5-0

CLOSED PUBLIC HEARING

CITIZEN INPUT

Vivian Wagner, identifying herself as the “Park Cop”, stated that the Porta Potties in the park were filthy and there is no water to wash hands. City Manager Shryock related that the city was looking at funds we could hopefully use to renovate the restrooms but a certain amount of research must be done before we can utilize this money. Ms. Wagner identified trash on the side street, SE 219th Terrace, next to her home. Mr. Shryock informed that the City had gone proactive with the Code Enforcement but it was staff intensive because of the amount of work that goes along with it and takes a lot of time.

Keith Miller with Waste Pro announced a meeting was coming up for the Great American Clean-up on 11/9 at 12:00 and there would be one each month. If anyone was interested in volunteering for this project contact him.

Pat McCullogh announced that the Marine Corp was doing “Toys for Tots” drive and donation boxes would be placed around the City of Hawthorne. She also needed volunteers to help bag the toys for give-a-way which would be on December 17th. Anyone knowing a family in need let her know.

Mr. Shaw elaborated on Veterans Day the 11th of November, inviting everyone to the Interlachen VFW on Friday for lunch and to see the Flag Monument.

AUDIT ENGAGEMENT LETTER – POWELL & JONES

City Manager Shryock called the Board’s attention to the engagement letter from Powell and Jones explaining the services they will provide for conducting the FY 2004-2005 audit and upcoming years. The letter lists the cost of the audits for three years with a multiplier to calculate the amounts thereafter. In anticipation of approval, the audit is scheduled to begin on November 21st. The cost of the audit for the 04-05 year is \$11,100.

The Board was in agreement for the engagement letter to reflect changes to allow getting out of the contract at any given time. Mayor Roberts directed that was management’s responsibility to take corrective action. One of the issues raised was getting the audit completed in a timely manner referring to last years delay. Mr. Powell assured that everything was on schedule this

year, the delay being the fixed assets last year. The audit should be available by January; the only difference this year will be the FEMA records. Ms. Mayes assured they were in order and available.

Moved to authorize the Mayor and City Manager to sign the Letter of Engagement with Powell & Jones for the 2004-2005 audit.

Motion – Commissioner Martin

Second – Commissioner Carlton

Vote – 5-0

RESOLUTION 2006-02 – FY 2004-2005 BUDGET AMENDMENTS

City Manager Shryock advised that the auditor has indicated that budget amendments should be made to the budget on any line-item where the actual expenditure exceeded the budgeted expenditures. He directed the attention to the resolution adopting budget amendments to last year's budget. (Note: Amendments attached as records to minutes)

Moved to adopt Resolution 2006-02 Budget Amendments by Title Only.

Motion – Commissioner Martin

Second – Commissioner Carlton

A Resolution of the City Commission of the City of Hawthorne, Florida, approving and adopting budget amendments for the 2004-2005 fiscal year; and providing an immediate effective date.

Vote – 5-0

CITY MANAGER'S SALARY

After relating that the City Manager did not request a raise, Mayor Roberts provided the Board with the results of her research of the surrounding small cities population, budgets and city manager salaries. Commissioner Martin expressed his appreciation for the information and realizes that the city is not in the ball park with the other cities. He is in agreement that Mr. Shryock deserves the increase but is concerned with the timing and mechanism. He suggested look at giving a bonus and next year a raise in salary. Commissioner Carlton was of the same mind that the city manager needs a raise but the advertisement ran what the City of Hawthorne could afford to pay at this time. The Board was in agreement to discuss further at an Executive Session Workshop.

ORDINANCE 2006-04 – IMPACT FEE – FIRST READING

City Attorney Carter explained that these fees are paid by new developers for water and sewer facilities, which will reimburse the City for the expansion to serve the new growth. She provided the Board with the memo of proposed changes to the ordinance, noting the changes were underlined in the draft. Line 9 of page 3 shows changes of adding 250 gallons/day water usage in definition of an ERU. Line 10 added a definition of "Exempt Building". Line 31 excluded exempt buildings from having to pay a sewer impact fee upon initial connection to the sewer system. Page 4, line 6 added languages to say that an increase in potential demand for sewer is shown by increase in water meter size, line 21 added language to say that an increase in potential demand for water is shown by increase in water meter size. Page 8, line 23 clarified that all improvements and additions funded by sewer impact fee must be necessitated by growth. Page 10, line 13 is the same as the above for water impact fee. Page 12, line 18 added language exempting irrigation water lines associated with a single family resident. Ms. Carter noted that her research found very few cities that exempted irrigation lines and then only for sewer. Concerns rose about a developer not following through with an agreement but getting the credit anyway is restricted by Section 4.05 which requires a developer to prepay impact fees if immediate connection to the system is desired. In deliberation of an effective date, the ordinance

currently requires the fees to be paid upon connection to the system but the Board could set this date to be the date of adoption.

Commissioner Knowles he would like to see the language “Licensed” Engineer instead of “Professional”. Effective date was discussed in depth with the decision being made to make it the date of adoption.

Moved to approve Ordinance 2006-04 on First Reading by Title Only with changes to Effective Date and Licensed Engineer.

Motion – Commissioner Martin

Second – Commissioner Knowles

An Ordinance of the City of Hawthorne, Florida, amending the Land Development Regulations of the City of Hawthorne by imposing impact fees for the water and sewer systems: providing definitions, rules of construction and providing findings; providing for imposition of water and sewer impact fees; providing for payment and use of monies; providing for exemptions; providing for collection of impact fees upon changes in size and use; providing interest to be paid on certain refunds; providing for developer contribution credit; providing for review hearings; providing for periodic review of the imposed impact fees for water and sewer; declaring exclusion from administrative procedures act; providing for conflict and severability; providing directions to the codifier; and providing effective dates.

Discussion – Ms. Wagner questioned the cost of the fees for a single family resident and Commissioner Knowles recommended reviewing the cost in five years.

Vote – 5-0

APPOINTMENT TO PLANNING AND ZONING BOARD

City Clerk Mayes called the Board’s attention to the resignation letter by Curtis Lloyd from the Planning and Zoning Board due to health reasons. She informed that the P&Z/BOA had only one alternate at this time and requested that the Commission accept the letter of resignation and also appoint Ms. Patricia Bouie as a regular member to the board. Ms. Mayes related that the City would advertise for applicants who might volunteer to serve on this board.

Moved to accept the resignation of Curtis Lloyd and appoint Patricia Bouie to the Planning & Zoning Board as a regular member.

Motion – Commissioner Knowles

Second – Commissioner Martin

Vote – 5-0

REPORTS

Mayor Roberts announced that there would be an Executive Session of the board on November 16, 2005 at 1:30 PM. December 14, 2005 will be the Alachua Planning day in Tallahassee.

Attorney Carter reported that the board must adopt a Resolution before 2006 stating that the city will do the fire service assessment to be on the tax bill for the next year. It is being advertised now every week for four weeks to be adopted at the December meeting. Ms. Carter advised the Board not to discuss with anyone the Ben Campen land issue that they must base their decision on what is presented at the meeting.

City Manager Shryock furnished a written report of his announcements as a way of saving time but allowed he would answer any questions.

Mayor Roberts reported on the Town Meeting at Shell Elementary and City Government Week. She voiced they hoped to have more involvement next year and also to have a mock election.

Vice Mayor Randall reported she was impressed with the town meeting and hopes to continue this productivity. She voiced she is not sure of the progress on the emergency preparedness but would like to see it continue. City Manager Shryock informed that the County and Gainesville had on meeting on this trying to pull together ideas.

Commissioner Knowles reported that the new developers of the Gator Landing RV Park have closed the golf course and he would like to work at keeping it and see the city get behind this idea. Tim Logan volunteered to assist Mr. Knowles in this endeavor. Mayor Roberts inserted that she, along with the city manager and clerk went to Salt Spring for a tour of that park. She feels the clientele they are catering to is from the larger cities and does not feel they are headed in the direction of keeping the golf course.

Commissioner Martin reported that the Fall Festival at Cason's went really well and he would like to see it expand next year. He apologized for not attending the town meeting due to work. He made mention of newspaper trash on Highway 301 and inquired about the Charter Review. Mayor Roberts directed the Board to have names ready at the Executive Workshop for the December meeting. Commissioner Martin expressed his thanks to all veteran and their families for their service.

Commissioner Carlton suggested Tim Logan serve on the P&Z/BOA Board. He was informed Mr. Logan was already a member of the Code Enforcement Board. Mr. Carlton referred back to the Golf Course issue stating you can't make any money at the course. He acknowledged that he was impressed with the new sign at City Hall but does not remember any direction from the board to spend \$2,000 for the sign. Mayor Roberts interjected that although it was not voted on it was talked about. With so many complaints about the meetings not sufficiently noticed, the sign is an excellent way for staff to put announcements out.

Adjourn

Moved to adjourn the Regular Commission Meeting of November 7, 2005.

Motion – Commissioner Martin

Second – Vice Mayor Randall

Unanimous

These Minutes of the November 7, 2005, Regular Commission Meeting are submitted for approval.

Chad M. Shryock, City Manager

DeLoris Roberts-Cheatham, Mayor

Donna R. Mayes, CMC/City Clerk