



# Town Commission Regular Meeting Agenda

Tuesday, July 08, 2025 at 7:00 PM

706 NE Chokolka BLVD

## CALL TO ORDER

## INVOCATION AND PLEDGE OF ALLEGIANCE TO FLAG

## ROLL CALL

## CONSENT AGENDA

1. Agenda Approval
2. Regular Commission Meeting Minutes of June 10, 2025

## GUESTS

3. Micanopy Brand Library Update
4. Willie Mae Stokes Community Center

## CITIZEN'S FORUM

Public Comment (public comments limited to 2 minutes per speaker, please)

## TOWN COMMISSION LIAISON REPORTS

5. Alachua County League of Cities
6. Alachua County Children's Trust
7. Thrasher Warehouse Board

## CITIZEN BOARD AND COMMITTEE REPORTS

8. Planning and Historic Preservation Board
9. Tree Committee

## TOWN ATTORNEY REPORT

## REVIEW AND ACCEPTANCE OF FINANCIAL TRANSACTIONS AND REPORTS

## TOWN ADMINISTRATOR REPORT

10. Voting Delegate for Florida League of Cities Annual Conference
11. Upcoming Meetings & Events
  - July 22, 2025, 6:00 pm - Budget Workshop
  - August 4, 2025, 6:00 pm - Community Potluck
  - August 12, 2025, 6:00 pm- Budget Workshop

12. Upcoming Chlorine Burn

**NEW BUSINESS**

13. Joint Water & Policy Board Appointee

14. Location Release Agreement

**UNFINISHED BUSINESS**

15. Proposed Facility Use Policy

**TOWN COMMISSIONER REPORTS**

16. Commissioner (Seat 1) Judy Galloway

17. Commissioner (Seat 3) David Massey

18. Commissioner (Seat 4) Kevin Putansu

19. Commissioner (Seat 5) Ken Wessberg

**MAYOR (SEAT 2) JIANA WILLIAMS REPORT**

**ADJOURN**

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN TOWN MEETINGS SHOULD CONTACT THE TOWN ADMINISTRATOR, 706 NE CHOLOKKA BLVD., MICANOPY, FLORIDA 32667-0137, TELEPHONE (352) 466-3121.

To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 17, 2025

Subject: 2025 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 14-16, 2025. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 16, 2025**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at [flcities.com](http://flcities.com).

If you have any questions about voting delegates, please email [erussell@flcities.com](mailto:erussell@flcities.com).  
**Voting delegate forms must be received by the League no later than July 31, 2025.**

Attachments: Form Designating Voting Delegate

**2025 Annual Conference  
Florida League of Cities, Inc.  
August 14-16, 2025  
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

*Municipalities do not need to adopt a resolution to designate a voting delegate.* Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Designation of Voting Delegate

Name of Voting Delegate: \_\_\_\_\_

Title: \_\_\_\_\_

Delegate Email: \_\_\_\_\_

Municipality of: \_\_\_\_\_

AUTHORIZED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*Return this form to:*  
Eryn Russell  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Email: [erussell@flcities.com](mailto:erussell@flcities.com)



Water and Wastewater Utility Operations, Maintenance, Engineering, Management, Construction

## PUBLIC NOTIFICATION

To alter water chlorination process

July 14, 2025 through August 4, 2025

### **Residents of: Town of Micanopy Water Utility**

Since converting the water system to the use of chloramines, a measure to ensure customers clean and safe potable water is routinely required.

The Town of Micanopy will be temporarily converting its disinfectant process from chloramines to free chlorine residual beginning at: 8:00 am, Monday, July 14, 2025, through August 4, 2025.

**If you are on home dialysis we encourage you to contact your physician or dialysis provider to make sure you understand the proper steps you should take or aquatic species are advised to contact a professional aquarist to avoid any problems associated with chlorine.**

This process will not cause adverse health effects. However, during this period, you may notice some discoloration and or cloudiness in your water. You may also find air pockets in the system. The discoloration and air are harmless. If you do experience this, you may want to run water through the tap until it runs clear. Some areas may also experience a temporary fluctuation in water pressure or a slight increase in the taste and odor of chlorine.

For questions regarding the change in the disinfectant process, please contact Mike Jones at 352-425-6830.

Date distributed: July 3, 2025

PWS# 2010749

4939 Cross Bayou Boulevard \* New Port Richey \* Florida \* 34652  
Tel: 727-848-8292 Fax: 727-848-7701 Toll Free: 866-753-8292

# What Only Cicadas See

## LOCATION RELEASE

Item # 14.

This Location Release (the "Agreement") is made as of July 1, 2025 (the "Effective Date"). Hereby acknowledged, Town of Micanopy, FL ("Grantor") hereby grants to GrizzlieBrad Films LLC, with an address at 12 Edward Drive, Concord NH (the "Company") and its successors, licensees, assignees and such other parties as the Company may designate, the following rights for use in connection with audiovisual work tentatively entitled "*What Only Cicadas See*":

Grantor grants to Company the exclusive right from November 1, 2025 to November 15, 2025 to enter upon, utilize, photograph and record the real property located at the town of Micanopy, FL (the "Property"), including without limitation the right to bring onto the Property such personnel, materials, vehicles and equipment, and to erect and construct sets and props, and conduct such activities as the Company deems necessary in connection with the Work, and the right to exhibit any and all scenes photographed or recorded at the Property, including without limitation using and/or reproducing the actual name, signs, logos, trademarks and other identifying features thereof and/or without regard to the actual appearance or name of the Property or any parts thereof in connection with the Work, provided however that any use of official Town insignia, logos, or signage is subject to prior written approval by Grantor. Company personnel may, after the Effective Date, enter, photograph or otherwise inspect the Property to plan and set up for the Work without charge at reasonable times and with reasonable notice to Grantor. The parties expressly agree that the term of Company's exclusive access to the Property shall be subject to modification due to weather conditions, changes in production schedules and/or any other reasonable commercial need requiring such a change, and that Company shall be afforded a reasonable right of re-entry to the Property for reasons related to the production of the Work, provided that all production and re-entry is completed no later than December 15, 2025 unless otherwise agreed to in writing by the Grantor. Grantor reserves the right for a Town official to access the site during filming at any reasonable time.

Except for the grant of physical access to the Property, the rights granted herein (the "Rights") are granted forever and throughout the universe and no compensation will be payable to Grantor at any time in connection therewith. However, Grantor shall have a limited right of approval regarding any use that depicts the Town in a defamatory or misleading manner. Grantor will have no right of consultation or approval in connection with the Rights or the subject matter of the rights granted herein (the "Matter"). Company will own all right, title and interest, including without limitation copyright rights, in and to the Work in any and all media now or hereafter known or devised throughout the universe in perpetuity, to be used and disposed of without limitation as Company will in its sole discretion determine.

Grantor represents and warrants that he, she or it is the owner of all right, title and interest to the Property, and that Grantor has the full right and authority to enter into this Agreement and no approvals and/or licenses are necessary from any other party to grant Company's use of the Property as granted herein. Grantor's grant of the Rights will not conflict with or violate any commitment, Agreement or understanding Grantor has or will have to or with, nor infringe upon any right of, any person or entity. Grantor shall at all times defend, indemnify and hold harmless Company, its parent, subsidiary and affiliate organizations, and their employees, agents, successors and assigns from and against any and all claims, actions, damages and losses, liabilities and expenses, arising out of or caused by the breach of any of the representations, warranties, undertakings and agreements made by Grantor hereunder.

Company shall leave the Property in substantially the same or better condition as when received by Company, excepting reasonable wear and tear. Company shall at all times defend, indemnify and hold harmless Grantor, and Grantor's successors and assigns from and against any and all claims, actions, damages and losses, liabilities and expenses, including reasonable attorneys' fees, arising out of or caused by the breach of any of the representations, warranties, undertakings and Agreements made by Company hereunder, including without limitation indemnifying and holding Grantor harmless from damage to the Property and property located thereon and for physical personal injury occurring on the Property during the Term, and from any liability and loss which Grantor may incur by reason of any accidents, injuries, death or other damage to the Property directly caused by Company's negligence in connection with its use of the Property; provided that such claims do not arise out of Grantor's gross negligence, willful misconduct or contractual breach. Company shall maintain commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and shall name the Town of Micanopy as an additional insured. A certificate of insurance shall be provided to Grantor prior to the commencement of any activity on the Property.

Company may assign this Agreement and any or all of its rights and obligations to any party or entity upon prior approval by the Grantor. This Agreement shall bind and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns, as applicable. Grantor's sole remedy for a breach of this Agreement by Company is an action at law for money damages, provided however that Grantor retains the right to seek injunctive relief in the event of misrepresentation, breach of confidentiality, or use of Town insignia without approval. Grantor shall not have the right to enjoin, restrain or otherwise interfere with the distribution or other exploitation of the Work or its advertising or publicity. No casual or inadvertent failure by Company to comply with the provisions of this Agreement (other than any provision requiring payment of money) shall constitute a breach, provided however that upon receipt of written notice by Company, Company shall use commercially reasonable efforts to cure such failure.

This Agreement embodies the entire understanding, written or oral, in effect between the parties relating to the subject matter hereof and supersedes any Agreement, written or oral, that may currently exist between Company and Grantor. This Agreement can be modified only by a written instrument signed by both parties. This Agreement shall be construed and interpreted according to the laws of the State of Florida. All disputes arising out of this Agreement shall be resolved and adjudicated exclusively in the Federal and State courts located in the state listed above and each of the parties hereto hereby irrevocably submits to the exclusive jurisdiction and venue of said courts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**Grantor:** \_\_\_\_\_ **GrizzlieBrad Films LLC:** \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title:

Title:

Item # 14.



Town of \_\_\_\_\_

**Micanopy**  
Florida

## **Town of Micanopy Facility Use Policy for Town Hall Meeting Space**

### **1. Purpose**

The Town of Micanopy provides meeting space in Town Hall to support community engagement, civic activities, and public gatherings. This policy outlines the procedures and requirements for reserving and using the meeting space to ensure fair and responsible use.

### **2. Eligibility**

The meeting space is available for use by:

- Government agencies and town committees.
- Nonprofit organizations and community groups.
- Local businesses and private individuals for civic-related purposes.
- Other organizations as approved by the Town Administrator.

### **3. Reservation Process**

- Reservations must be made at least 5 days in advance through the Town Clerk's Office.
- Applicants must complete a Facility Use Application form.
- Approval is subject to space availability and compliance with this policy.
- Recurring meetings require renewal every 12 months.

### **4. Usage Guidelines**

- Events must comply with all town, state, and federal laws.
- The meeting space may not be used for political campaign activities or commercial sales.
- Alcoholic beverages and smoking are strictly prohibited.
- Users must return the space to its original condition, including furniture arrangement and cleanliness.

### **5. Fees and Deposits**

- If a key is required a refundable security deposit of \$250 is required for all reservations.

706 NE Chokolka Blvd.  
PO Box 137, Micanopy, FL 32667-0137  
(352) 466-3121 Town Hall      (352) 466-4912 Fax  
[townhall@micanopytown.com](mailto:townhall@micanopytown.com)

## 6. Liability and Indemnification

- Users assume responsibility for any damages incurred during their event.
- Organizations may be required to provide proof of liability insurance.
- The Town of Micanopy is not responsible for lost or stolen property.

## 7. Cancellations and Termination of Use

- The Town reserves the right to revoke or deny future use for policy violations.
- In case of emergencies or town business needs, reservations may be rescheduled or canceled with notice.

## 8. Agreement

By submitting a reservation request, users agree to abide by this policy and any additional conditions set forth by the Town.

For inquiries and reservations, contact:

**Town Clerk's Office**

Phone: (352) 466-3121

Email: PPolk@MicanopyTown.com

Adopted by the Town of Micanopy on April 8, 2025