

**MINUTES OF THE DECEMBER 5, 2017 REGULAR SESSION  
GREEN COVE SPRINGS CITY COUNCIL**

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**Call to Order**

The regular session of the Green Cove Springs City Council was called to order Tuesday, December 5, 2017, at 7:00 p.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

**Invocation and Pledge of Allegiance to the Flag**

The invocation was given by Pastor Joe Barrie, Living Waters Worship Center, followed by the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call**

**COUNCIL MEMBERS PRESENT:**

Steven Kelley  
Pamela J. Lewis  
B. Van Royal  
Constance W. Butler, Vice Mayor  
Roy M. Timberlake, Jr., Mayor

**STAFF MEMBERS PRESENT:**

Angel Alicea, Network Administrator  
L. J. Arnold, III, City Attorney  
Derek Asdot, Chief of Police  
Julia W. Clevinger, City Clerk  
Janis Fleet, Development Services Director  
Marlena Guthrie, Finance Director  
Danielle J. Judd, City Manager  
Mary Jane Lundy, Personnel Director  
Mike Null, Asst. City Mgr. / Public Works Dir.  
Kimberly Thomas, Exec. Asst. to the City. Mgr.  
Steve Thomas, Asst. Public Works Director

**Mayor to call on members of the audience wishing to address  
the Council on matters not on the Agenda.**

There were none.

**AWARDS AND RECOGNITION**

**1. Proclamation – National Pearl Harbor Remembrance Day**

Mayor Timberlake requested a motion to approve the Proclamation.

A MOTION WAS SO MADE BY COUNCIL MEMBER LEWIS. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Mayor Timberlake read the Proclamation into the record (see attachment marked Exhibit “A”) and presented it to Frank Haggard, Military Museum, who expressed his appreciation to the City.

### **PUBLIC HEARINGS**

- 1. Second and Final Reading of Ordinance No. O-08-2017, an Ordinance modifying Water Rates - Fiscal Year (FY) 2017/2018. *L. J. Arnold, III, Mike Null, Danielle J. Judd***

Mr. Arnold read the title of Ordinance No. O-08-2017 (see attachment marked Exhibit “B”) into the record as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, MODIFYING WATER RATES BY AMENDING CITY CODE CHAPTER 78 UTILITIES, ARTICLE III – WATER SERVICE, DIVISION 3 – RATES AND CHARGES, SECTION 78-197 ENTITLED “WATER USAGE AND MONTHLY MINIMUM CHARGES”; PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.**

Mayor Timberlake opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO APPROVE ORDINANCE NO. O-08-2017 ON SECOND AND FINAL READING. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

- 2. Second and Final Reading of Ordinance No. O-09-2017, an Ordinance modifying Wastewater Rates – Fiscal Year (FY) 2017/2018. *L. J. Arnold, III, Mike Null, Danielle J. Judd***

Mr. Arnold read the title of Ordinance No. O-09-2017 (see attachment marked Exhibit “C”) into the record as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, MODIFYING WASTEWATER RATES BY AMENDING CITY CODE CHAPTER 78 – UTILITIES, ARTICLE IV – SEWERS AND SEWAGE DISPOSAL, DIVISION 3 – RATES AND CHARGES, SECTION 78-297 ENTITLED “WASTEWATER RATES”; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.**

Mayor Timberlake opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ORDINANCE NO. O-09-2017 ON SECOND AND FINAL READING. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Mayor Timberlake thanked Jason Shepler, Mittauer and Associates, for being at the meeting in case there were any questions.

Ms. Judd announced and Council Member Lewis recognized Kim Leep, Lead Equipment Operator with the Public Works Department, for her creative decorating of the City Council float for the 50<sup>th</sup> Annual Christmas Parade held on Saturday, December 2<sup>nd</sup>. The float had won 1<sup>st</sup> Prize for Best Decorated Float. Council Member Lewis also commended Ms. Leep for her beautiful decorations in City Hall including the 20-foot Christmas tree and the spiral staircase in the rotunda. Ms. Leep thanked the City Council and accepted the trophy on behalf of all the City Staff who helped.

**CONSENT AGENDA**

- 1. City Council approval of the Minutes for the Regular Session on November 7, 2017 and the Special Sessions on August 1, August 3, August 15, and August 29, 2017.**
- 2. City Council approval of the "Precinct Lease Agreement" with the Clay County Supervisor of Elections effective January 1, 2018 through December 31, 2027.**
- 3. City Council approval for the Mayor to execute an easement between the City and the Edgewater Landing Homeowners Association for an irrigation service connection.**
- 4. Approval of a Memorandum of Understanding with Bright Minds Youth Development, Inc. ("BMYD") for use of City Recreational Facilities for 2018 Summer Camp Program.**
- 5. City Council approval of the 2017 Soul Food Festival & Parade After-Action Report.**
- 6. City Council approval of the CalaVida Arts Festival After-Action Report.**
- 7. City Council approval of Memorial Benches and Swings in Spring Park.**
- 8. City Council approval of Resolution No. R-38-2017 (see attachment marked Exhibit "D"), a Resolution to accept the Final Phases II and III of Water, Sewer, and Reclaimed Water Utilities at the Edgewater Landing Development.**

9. **City Council approval of 201700760 - Review of a Site Development Plan for Burger King to be located at 505 North Orange Avenue.**
10. **City Council approval to execute a Task Order to GAI Consultants. for design and bidding, for the St. Johns River Trails Phase 1 and Phase 2 in the lump sum amount of \$58,910.**
11. **Approval of a purchase order to Hawkins, Inc. in the amount of \$130,000.00 for chemicals used in the treatment of water and wastewater under the current contract #03-17-02 for FY 18.**
12. **City Council approval of 201700369 a Revised Site Development Plan for Heritage Signs to be located at 1282 Energy Cove Court.**
13. **City Council approval of Pay Request No. 18 in the amount of \$270.35 to Matthews Design Group, Inc., under revised Contract Value of \$73,500, for the Historic Spring Park Pool & Interactive Water Feature Project Construction Inspection Services.**
14. **City Council approval to amend right of way maintenance contract with Southland Specialties to add FDOT right of way maintenance on SR 16 and SR 15 in the amount of \$18,899.78 annually.**
15. **City Council approval of Payment Number 2 to Mittauer & Associates for \$2,926.00, for design, engineering, permitting and project management for the Magnolia Point water utility interconnect between the Clay County Utility Authority and the City.**
16. **City Council approval for Payment No. 4 to Mittauer and Associates for construction administration and construction inspection services for the North Grid Reclaimed Water Main in the amount of \$15,000.**

Vice Mayor Butler pulled Consent Agenda Item No. 2 and Council Member Royal pulled Item Nos. 4, 5, 6, 7, 9 and 10 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE CONSENT AGENDA ITEM NOS. 1, 3, 8, 11, 12, 13, 14, 15, AND 16 AS LISTED ABOVE. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 2** – Vice Mayor Butler inquired as to whether or not the 180-day requirement was needed and as to the reason for the 10-year length of the Agreement. Mr. Arnold advised he had reviewed the Agreement as submitted by and spoken with Chris Chambliss, Supervisor of Elections. The City had a great working relationship with Mr. Chambliss and both had agreed it was an acceptable length of time.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE CONSENT AGENDA ITEM NO. 2 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 4** – Council Member Royal expressed his thankfulness and support for the Bright Minds Youth Development, Inc. and their summer camp program for the children in Green Cove Springs. Mayor Timberlake concurred noting the program was keeping the kids busy. Mr. Arnold noted there was an updated Indemnification Agreement on the Dais for the Council. He explained he had updated an older version versus the latest version approved in June. This would be the version to be used.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 4 AS LISTED ABOVE. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 5** – Council Member Royal expressed his appreciation of the City's and volunteer's support of the Soul Food Festival.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 5 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 6** – Council Member Royal expressed his appreciation and gratitude for the City's support of the CalaVida Arts Festival.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 6 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS.

Mayor Timberlake commended the City Staff for the hours of work involved in preparation for the Festival.

THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 7** – Council Member Royal expressed his support of the benches and swings. In response to his inquiry, Ms. Judd noted that there would be a form created for applicants to complete. Ms. Thomas also advised that bronze plaque markers would be made available to be placed in the ground. Payment would be due in advance.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 7 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 9** – Council Member Royal wanted to recognize the very good work in the preparation of the Site Plan.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 9 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**Consent Agenda Item No. 10** – Council Member Royal inquired about location of the trails. Ms. Fleet advised one (1) would be located by the former Chinese restaurant at Bay Street and Magnolia Avenue and the second would be located behind the Speedway at U.S. Highway 17 and S.R. 16 East (Leonard C. Taylor Parkway). She further explained that all trails would eventually connect. In addition, the Magnolia Cove property and the MURP Land Use Category included certain requirements for trails which Council Member Royal hoped would be provided along the river. The trails were required to be on public property. Furthermore, in order to acquire more points for the grant application, exercise activities were included in the trail design. In response to Council Member Lewis' inquiry, a canoe launch was also included in the overall plan.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE CONSENT AGENDA ITEM NO. 10 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B.

VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR.,  
MAYOR. NAYS – NONE.

### COUNCIL BUSINESS

- 1. Approval of Resolution No. R-39-2017, a Resolution providing consents and waivers to release the City of Vero Beach from the Florida Municipal Power Agency (“FMPA”) Power Supply Project Contracts, and to approve Resolution No. R-40-2017, a Resolution providing consents to the FMPA All Requirements Project (“ARP”) to assume the City of Vero Beach’s St. Lucie, Stanton, and Stanton 11 Project entitlements. *L. J. Arnold, III, Danielle J. Judd, FMPA***

Discussion ensued with the City Council regarding approval of Resolution No. R-39-2017 (see attachment marked Exhibit “E”), a Resolution providing consents and waivers to release the City of Vero Beach from the Florida Municipal Power Agency (“FMPA”) Power Supply Project Contracts, and to approve Resolution No. R-40-2017 (see attachment marked Exhibit “F”), a Resolution providing consents to the FMPA All Requirements Project (“ARP”) to assume the City of Vero Beach’s St. Lucie, Stanton, and Stanton 11 Project entitlements as presented by Mr. Arnold, Ms. Judd, and Jacob Williams, CEO of FMPA. Mr. Williams provided an update noting that Ocala, Havana, Homestead, and Bushnell had approved their Resolutions. Starke and Moorehaven were scheduled to vote at their meetings this evening. The remaining municipalities would be voting by the end of December with the possibility of a couple not voting until January.

Council Member Royal expressed his approval of the Resolutions thinking it would be good for the municipalities and his appreciation for Mr. Williams’ availability and transparency regarding this item. Vice Mayor Butler and Council Member Kelley concurred.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE RESOLUTION NO. R-39-2017, A RESOLUTION PROVIDING CONSENTS AND WAIVERS TO RELEASE THE CITY OF VERO BEACH FROM THE FLORIDA MUNICIPAL POWER AGENCY (“FMPA”) POWER SUPPLY PROJECT CONTRACTS, AND TO APPROVE RESOLUTION NO. R-40-2017, A RESOLUTION PROVIDING CONSENTS TO THE FMPA ALL REQUIREMENTS PROJECT (“ARP”) TO ASSUME THE CITY OF VERO BEACH’S ST. LUCIE, STANTON, AND STANTON II PROJECT ENTITLEMENTS. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**2. FMPA Report - November 2017. *Bob Page***

Discussion ensued with the City Council regarding the FMPA Report for November 2017 as presented by Mr. Page. In addition, he strongly urged the City Council to follow the process of JEA's evaluation of its assets and privatizing the service. Lastly, Mr. Page said "Go Navy, Beat Army!"

Mayor Timberlake recognized Jody Finklea, General Counsel for FMPA, expressed his appreciation to the City Council.

**3. Hooper Corporation - Work Plan FY 2018. *Danielle J. Judd, Hopper Corporation, Mike Null***

Discussion ensued with the City Council regarding a FY 2018 Work Plan for Hooper Corporation as presented by Ms. Judd, Mr. Null, and David Miller, Dick Miller, and Gary Shortridge with Hooper Corporation. There were several policy decisions Ms. Judd was requesting from and reviewed for the City Council. Mr. Miller and Mr. Shortridge reviewed the accomplishments to date and projects that were planned for Fiscal Year 2018 as documented in the attachment to the Staff Report. Ms. Judd also recommended a feasibility study on the relocation of the Chapman Substation. The ultimate goal would be to relocate the Electric Department to the location of the new Substation to allow for the expansion of the Harbor Road Advanced Wastewater Treatment Plant.

Under further discussion, and considering the maintenance needs of an aging infrastructure system and the impending construction of the First Coast Expressway, Ms. Judd acknowledged that she was driving this Agenda item, as she firmly believed that the time was now for the City Council to address the many issues facing the City. During the course of the discussion and due to the magnitude of the issues, Council Member Royal felt that this item should be tabled and a workshop be scheduled for continued discussion if it was now going to include the relocation of the Chapman Substation as he believed this would increase the costs to \$20 or \$40 million versus the proposed \$10 million list of priority projects.

Ms. Judd emphasized that she had presented the \$10 million bond issue in order to accelerate the Capital Program in conjunction with the 20-Year Master Plan prepared three (3) years ago. She also envisioned potential financing partners for the relocation and construction of a new substation.

Council Member Kelley expressed his concerns regarding being locked into the priority list if something were to come up in a couple of years. Noting that squirrels and vegetation were the primary cause of outages now, Mr. Shortridge explained that without regular pole inspections and replacements, and with lines in Magnolia Point that were 30 years old, the objective was to alleviate a problem that would cause outages that could be in excess of 20 hours to replace those lines versus a few hours for a squirrel. Ms. Judd advised that the priority list could be adjusted at any time depending on the City's needs. She noted that this was a maintenance issue – not capacity – and that things needed to be done to repair



the City's aging system. It was also noted that many lines were at the end of their life span and their replacement was paramount to maintaining the integrity and functionality of the system. Otherwise, the number of power outages would increase in conjunction with the length of those outages because it would take longer to make repairs.

Council Member Lewis recounted that the City had been piecemealing the system forever and believed it was in dire need of being maintained and upgraded; however, basic maintenance such as tree-trimming were also necessary.

Council Member Kelley also expressed his reservations about approving the maximum amount of a loan as supported by the current rate structure versus only 75% and reserving 25% for the unexpected. Vice Mayor Butler agreed. Generally, the priority list was in order of the needs that City Staff was aware of at this time. However, the list could be shifted and re-prioritized according to the needs in the future.

Mayor Timberlake recognized Joe Sobotta, 212 North Street, Green Cove Springs, who expressed his concerns regarding the City holding the utility companies, AT&T and Comcast, accountable for the maintenance of their lines, including old wires on City poles, and what, if any, possible legal actions the City could take against them for failure to do so.

In summary, Mayor Timberlake affirmed the aging infrastructure and the years of not giving it the kind of care it needs. He believed it was important to take care of it to get a reliable system as it would sponsor economic development and handle growth. He also agreed there was a need for a feasibility study for the relocation of the Chapman Substation. Mayor Timberlake re-emphasized that the priority list could always be readjusted as the City moved through the projects. Mr. Miller and Mr. Shortridge provided an estimated five (5) year timeline for completion of the projects as itemized on the priority list. Council Member Royal surmised that with the completion of these projects, the risk of outages getting worse would be reduced and reliability would increase. Regarding the issue of trees falling on the lines, Ms. Judd recounted the issue of trees located on private property falling into the lines in the City's right-of-way.

Ms. Judd reviewed the information she had provided the City Council. Ms. Guthrie reviewed the financial implications from the 2009 bond issue. The balance as of September 30<sup>th</sup> for the Electric Utility Note Series 2009 was \$398,458. There were three (3) more payments due with the last one due on January 21, 2019. The annual debt service was \$275,231 per year. Discussion continued regarding interest rates and various borrowing scenarios. Ms. Judd reviewed the projects slated for the next 24-36 months. After discussions over the past six (6) months, she requested direction from the City Council regarding the loan amount they wished to authorize.

In response to Council Member Royal's comments, Ms. Judd recounted all the information she had presented at the City Council's request. She felt that time was slipping away every time it was brought back to the City Council. However, if the City Council was not confident in the amount she was proposing, then she would table this item until a later time and address projects for the next 12 months.

Council Member Lewis recalled the issues and reports surrounding the Feds normalizing interest rates and believed it would be unwise for the City not to finance at 4.5%.

Mr. Arnold advised the City Council that the loan ordinance would only set the maximum the City would borrow. The terms would be in a subsequent resolution.

Council Member Kelley reiterated he was in favor of the bond issuance. His main concern was maxing out the amount of the loan, but he was in favor of moving forward.

Mayor Timberlake passed the gavel to Vice Mayor Butler.

A MOTION WAS MADE BY MAYOR TIMBERLAKE TO APPROVE THE 2018 PURCHASE ORDER AT \$885,000, PROPOSED CHANGES IN STAFF LEVEL, GO AHEAD WITH THE VENDOR WORK TO CLEAR GRUB WORK IN MAGNOLIA POINT THIRD FEED RIGHT-OF-WAY; THE ROLLING STOCK PURCHASES, AND DIRECT STAFF TO COME BACK WITH AN OUTLINE OF A PROPOSED INCENTIVE PENALTIES PROGRAM FOR THE HOOPER CONTRACT. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

A MOTION WAS MADE BY MAYOR TIMBERLAKE TO AUTHORIZE STAFF TO PREPARE A LOAN ORDINANCE FOR CAPITAL IMPROVEMENTS AN AMOUNT NOT TO EXCEED 10.725 MILLION AND STAFF TO COME BACK WITH SOME ALTERNATIVE SUGGESTIONS THAT IF WE WERE TO REDUCE THAT BY APPROXIMATELY 20%, WHAT THAT MIGHT LOOK LIKE IN TERMS OF PAYMENTS OUT AND WHAT THE COSTS MIGHT BE TO ADD ON THE ADDITIONAL LOAN AT A LATER DATE WHICH WOULD LIKELY BE OCCURRING 3-4 YEARS OUT. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS.

Under discussion of the motion, Council Member Royal noted that the Penney Retirement Community had borrowed tax free money in the amount of \$10 million for an assisted living facility from the County at 3.75%. He felt this was a significant savings for a 15-year loan and believed that the City needed to further explore alternative financing options including a municipal bond. Ms. Judd believed this was tied to the type of facility while Council Member Royal noted the financing was through the Clay County Development Authority.

THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Vice Mayor Butler passed the gavel back to Mayor Timberlake.

4. **City Council approval of the Augusta Savage Cultural Arts Festival on February 24, 2018 in Spring Park, Street Closures of portions of Ferris Street, Spring Street, and St. Johns Avenue, Authorization of Major Special Events Application, Authorization of Parks Reservation Application for the Gazebo, Pool Pavilion, and Pool Deck Area in Spring Park, Authorization of the Use of Facilities Form to utilize the Green Cove Springs Junior High School Cafeteria for Black History Month Event, and to Waive all associated fees. *Kimberly Thomas***

Discussion ensued with the City Council regarding the Augusta Savage Arts Festival to be held in Spring Park on February 24, 2018 from 11:00 a.m. to 6:00 p.m. as presented by Ms. Thomas.

Mayor Timberlake recognized the applicants, Eugene Francis, 615 Walburg Street, Green Cove Springs, and Henrietta Francis, 2739 Bonnie Lakes Drive, Green Cove Springs, who thanked the City for their support. Reminded by the Mayor that this was not a City-sponsored event, Mr. Francis acknowledged that he was amenable with the costs of the event listed below:

- \$200 for Warehouse/Cleaning Supplies;
- Cardboard Trash boxes at a cost of \$0.34 per box;
- A City employee to empty trash, clean and stock restrooms at a cost of \$179.27 for approximately seven (7) hours;
- Barricades for street closures and for one (1) Police Officer at a cost of \$194.74 for approximately seven (7) hours; and
- The custodial fee for the use of the Green Cove Springs Junior High Cafetorium.

Ms. Judd reminded the City Council that flyers were also being requested to be inserted in the utility bills and would cost the City approximately \$200. If the City Council was to approve this portion of the requests by Mr. Francis, the flyer would have to be submitted in January in order to be able to capture all billing cycles.

Mr. Francis was requesting that the Reservation fees for the Gazebo, Pool Pavilion, and Pool (Deck Only) in Spring Park be waived in the total amount of \$1,325 of which \$325 were refundable clean-up fees.

The Augusta Savage Committee would be responsible for coordination of volunteers to set up booths and handle vendor applications, as well as preparations before, during, and after the event.

Council Member Royal expressed his support for this event.

Mayor Timberlake acknowledged a blue card received from Pat Garlinghouse, 103 S. Magnolia Avenue, Green Cove Springs, who advised that this event was also planned for the same weekend as the Scottish Highland Games at the Fairgrounds.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO:

1. APPROVE THE AUGUSTA SAVAGE CULTURAL ARTS FESTIVAL ON FEBRUARY 24, 2018 IN SPRING PARK.
2. APPROVE THE STREET CLOSURES OF PORTIONS OF FERRIS STREET, SPRING STREET, AND ST. JOHNS AVENUE.
3. APPROVE THE AUTHORIZATION OF MAJOR SPECIAL EVENTS APPLICATION.
4. APPROVE THE AUTHORIZATION OF PARKS RESERVATION APPLICATION FOR THE GAZEBO, POOL PAVILION, AND POOL DECK AREA IN SPRING PARK.
5. APPROVE THE AUTHORIZATION OF THE USE OF FACILITIES FORM TO UTILIZE THE GREEN COVE SPRINGS JUNIOR HIGH SCHOOL CAFETORIUM FOR BLACK HISTORY MONTH EVENT ON FEBRUARY 3, 2018.
6. APPROVE WAIVING RENTAL FEES.

THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Mayor Timberlake recognized Henrietta Francis, 2439 Bonney Lakes Drive, Green Cove Springs, who expressed how the dedication of the Augusta Savage Cultural Gardens at the Douglas Anderson School of the Arts in Jacksonville had affected her and that she believed everyone should know who was Augusta Savage.

**5. Update on proposal to implement public Wi-Fi in City Parks. *Angel Alicea***

Discussion ensued with the City Council regarding an update on a proposal to implement public Wi-Fi in the City Parks as presented by Mr. Null and Mr. Alicea. The initial estimated capital costs for Spring Park, Vera Francis Hall Park, and the Augusta Savage Arts & Community Center was a total of \$40,000. The estimated additional recurring annual costs was \$3,000 for Spring Park and \$1,800 for Vera Francis Hall Park. There was no anticipated increase in the monthly cost of service which is already established at

ASACC. Funds were allocated in the current Fiscal Year's budget for security and cameras but not for Wi-Fi services. Advising this was an unbudgeted item, Mr. Null felt the funds could be incorporated into next year's budget. The City Manager was not recommending this item at this time.

Upon further discussion, it was unanimously agreed by the City Council to look at addressing Wi-Fi services in the City Parks in the 2018-2019 budget cycle. Mayor Timberlake recounted that City Staff would bring back additional information on the fiber being involved in the camera budget, what can we do with Comcast and where are we on the Franchise Agreement, and is there a way we can get some sponsorship from them. Ms. Judd also requested Mr. Null to work with Mr. Alicea on the security camera project.

**6. Update on revisions for the Communications Coordinator job description and recruitment of applicants. *Roy M. Timberlake, Jr.***

Discussion ensued with the City Council regarding an update on revisions for the Communications Coordinator job description and recruitment of applicants as presented by Mayor Timberlake. Ms. Judd noted the pay rate under the pay plan for this year was \$39,250 and included monitoring the City's social media.

Mayor Timberlake requested a motion to authorize administration to move forward with recruiting a person for the position with the monies that are budgeted in this year's current budget.

A MOTION WAS SO MADE BY VICE MAYOR BUTLER. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**7. Reorganization of the Green Cove Springs Police Department; Allocation of Green Cove Springs Police Department Personnel. *Derek Asdot***

Discussion ensued with the City Council regarding reorganization of the Green Cove Springs Police Department Personnel as presented by Chief Asdot. With the proposed reorganization, it would be beneficial to the operations of the Department. It would be budget neutral for this fiscal year's budget with an estimated \$10,000-12,000 increase for Fiscal Year 2018-2019.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO:

- (1) ELIMINATE THE VACANT ASSISTANT CHIEF POSITION FROM THE FY 2018 BUDGET.
- (2) AUTHORIZE TWO (2) FULL-TIME LIEUTENANT POSITIONS IN THE FY 2018 BUDGET.

- (3) RECLASS AN EXISTING POLICE OFFICER POSITION IN THE FY 2018 BUDGET TO THAT OF A LIEUTENANT BASED ON AN INTERNAL SELECTION PROCESS.
- (4) AUTHORIZE A PART-TIME ADMINISTRATIVE ASSISTANT POSITION IN THE FY 2018 BUDGET.

THE MOTION WAS SECONDED BY VICE MAYOR BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

Chief Asdot announced the graduation of Lashanda Henderson from the Police Academy on Thursday. Ms. Henderson was a former Dispatcher.

## **8. City Manager and City Attorney Reports and/or Correspondence.**

- a. Executive Summary Reports – October 2017.

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

Mr. Arnold reviewed the trees and property rights handout he had distributed to the City Council. In addition, he advised he would place an item on the January 9<sup>th</sup> Agenda regarding Code Enforcement Liens and payments to satisfy said liens.

Ms. Judd presented an emergency item that had originally been scheduled for the January 9<sup>th</sup> Agenda. Due to the City Council not meeting again until then, she was requesting emergency approval by the City Council for the hiring of James D. Hinson Electrical Contracting Company, Inc. for the complete rebuild of the traffic signals at S.R. 16 (Leonard C. Taylor Parkway) and Reynolds Blvd. in the amount of \$66,439.75. Ms. Judd explained that this item is for replacing the traffic signals at S.R. 16 and Reynolds Blvd. due to an accident on September 5, 2017 that knocked the whole system down. A boom truck was exiting Reynolds Industrial Park with the boom up and destroyed several runs of electric lines, private fiber optic and electric poles, as well as the signals at this intersection. The electric items have since been repaired. The only remaining item on the City side is the intersection traffic signal system.

The FDOT pays the City to maintain the traffic signals at every FDOT intersection within the City Limits. In turn, we pay the County Signal Maintenance Division to maintain the signals for us. Due to staffing and the scope of this repair, the County is unable to complete this task. Therefore, the County solicited quotes from vendors that they use on their own intersections and Hinson provided the best response. The County Signal Maintenance staff have also communicated that Hinson is consistently the most economical and reliable contractor for this type of work throughout the County.

Since this item is critical to the safety of everyone traveling this stretch of road, City staff recommends awarding this project to Hinson to be completed as soon as possible.

Mayor Timberlake requested a motion to approve the purchase order to James D. Hinson Electrical Contracting Company, Inc. for the complete rebuild of the traffic signals at S.R. 16 and Reynolds Blvd. in the amount of \$66,439.75 to be taken as an emergency item.

AN EMERGENCY MOTION WAS SO MADE BY VICE MAYOR BUTLER. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS STEVEN R. KELLEY, PAMELA J. LEWIS, B. VAN ROYAL, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE.

**9. City Council Reports and/or Correspondence.**

The City Council made comments regarding various city activities, events, operations, and projects.

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 11:01 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Roy M. Timberlake, Jr., Mayor

Attest:

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Julia W. Clevinger, City Clerk