

**MINUTES OF THE JULY 25, 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, July 25, 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 Mayor Timberlake. Mayor Timberlake asked for a moment of silence to remember Jon Cantrell's father, Harold Cantrell. Mayor Timberlake led 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:**

L. J. Arnold, III, City Attorney  
Derek Asdot, Acting 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.

Mayor Timberlake announced that he would address the Supplemental Agenda prior to receiving public comments for items not on the Agenda.

**SUPPLEMENTAL AGENDA**

- 1. Establish Tentative Millage Rate for Fiscal Year 2017/2018. *Marlena Guthrie, Danielle J. Judd***

Discussion ensued with the City Council regarding the establishment of a tentative millage rate for Fiscal Year 2017/2018 as presented by Ms. Guthrie. The Form 420 provided by the Property Appraiser reflects an actual property tax valuation of \$397,937,669 for next year, an increase of \$28,981,957 from the prior year's final taxable value of \$368,955,712 which is an increase of 7.86%. The increase is reflected at 100% and has not been discounted to 97%. The Administration has included a 3.6000 millage rate in the proposed budget which is the same millage since FY 2015. The 3.6000 rate will require a majority vote by Council and would generate \$1,432,576, but when discounted to 97% is \$1,389,599 as shown in the proposed budget released to Council on July 20, 2017. It must also be noted that the impact from the Council's decision to implement additional exemptions for seniors are included in these figures. The impact is minimal, but this does reflect in this

year's exemptions. In order to comply with advertising and other TRIM requirements, the City's first public hearing needs to be held on September 5 and the final hearing on September 19.

Mayor Timberlake urged the City Council to take into consideration the referendum in 2019 for the additional \$50,000 Homestead Exemption which would take a \$100,000 off the top of next year's budget. Ms. Judd also noted additional main items in the General Fund Budget regarding the Pool operations and swim lessons, the lobbyist, the marketing communications position in the Council budget, programming at the ASA&CC, final programming changes in the IT Department, a contingency of only \$45,000, and no contribution to reserve.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE 3.6000 AS THE TENTATIVE MILLAGE RATE FOR FISCAL YEAR 2017/2018. 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 COUNCIL MEMBER ROYAL TO SET SEPTEMBER 5 AT 7:00 AS THE FIRST PUBLIC HEARING ON THE MILLAGE, BUDGET, AND CIP, AND SET SEPTEMBER 19 AT 7:00 AS THE SECOND AND FINAL PUBLIC HEARING ON THE MILLAGE, BUDGET, AND CIP. 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. Council establishes workshop dates for reviewing the Operating Budget and Capital Improvement Plan for FY 2017/2018. *Marlena Guthrie, Danielle J. Judd***

Discussion ensued with the City Council regarding the establishment of workshop dates for reviewing the Operating Budget and Capital Improvement Plan for FY 2017/2018 as presented by Ms. Guthrie. Ms. Judd reminded the City Council that if they were unable to complete the budget review before the scheduled August 17<sup>th</sup> workshop date, they would have to reschedule it within the following two weeks.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ACCEPT THE WORKSHOP DATES [AUGUST 1, AUGUST 3, AUGUST 15, AND AUGUST 17, 2017 AT 9:00 A.M.] FOR REVIEWING THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FY 2017/2018. 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.

Mr. Arnold advised he had a schedule conflict on August 3<sup>rd</sup> and would not be in attendance.

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

Mayor Timberlake recognized Pat Garlinghouse, 103 S. Magnolia Avenue, Green Cove Springs, who expressed her anger at the noise that came from Spring Park during a park reservation for a family reunion that was scheduled the past weekend in the Large Pavilion. Ms. Judd advised she had been called for a blown circuit breaker at the Large Pavilion and was aware of a reservation for a Family Reunion. She reviewed the language on the Park Reservation form. Chief Asdot advised that an Officer had responded to a complaint, noted the noise ordinance levels, and advised that Ms. Garlinghouse could always call the Police Department with a complaint and the Officers would come out, take a noise reading, issue a warning, and, if necessary, shut the event down if the noise levels were exceeded.

Stating he had spoken to Mr. Garlinghouse, Council Member Royal expressed his concern that the assumption was that Spring Park was going to be peace and tranquil. The Park had been quiet for two (2) years while it was closed and he hoped that the City would be able to have concerts once a month in the Park and there would be kids in the pool. It had never been his vision to have a peace and tranquil park at any given time. Further discussion was held on acceptable noise levels. Mayor Timberlake acknowledged Ms. Garlinghouse's concerns and asked her to call the Police Department if it were to happen again. Mayor Timberlake also wanted to see the Park busy with visitors. In response to Ms. Judd's comments, the City Council requested that the Park Reservation Form be amended to include additional language regarding the City's noise ordinance.

**CONSENT AGENDA**

- 1. City Council approval of a Task Order to Bhide & Hall in the amount of \$9,750 for probable construction costs associated with the Cafeteria Building on the Augusta Savage Arts & Community Center (ASACC) Campus.**
- 2. City Council ratification and approval of Electric Department purchases for Hurricane Season preparation and in response to recent power outages due to thunderstorms.**
- 3. City Council ratification of Purchase Order Number 2718209 to Power Services, Inc. in the amount of \$23,000.00 to perform functionality testing of electric reclosers in the field.**
- 4. City Council approval of Pay Request No. 4 in the amount of \$92,181.25 to Hooper Corporation under \$526,750 4kV Electric Distribution System Conversion Capital Project.**
- 5. City Council approval of a Purchase Order in the amount of \$30,000 to Jax Utilities Management for repairs to Lift Station # 315 (Colonial Drive).**

**6. City Council approval of Pay Request No. 15 in the amount of \$2,086.40 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.**

Council Member Kelley pulled Consent Agenda Item Nos. 1 and 3 for discussion.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE CONSENT AGENDA ITEMS 2, 4, 5, AND 6 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. 1** – In response to Council Member Kelley’s inquiry, Ms. Judd advised that the timeframe to complete the Cafeteria Building would depend on the replies to the Bid which would be put out in the next couple of weeks. It was for probable cost only and did not mean it would be built in the next fiscal year. The Building would consist of a simple stage, the bathrooms would have to be brought up to code, and there would be no stadium style seating or commercial-style kitchen. It would not include any operational costs. Council Member Royal suggested that the City Manager request a general contractor or the bid winner of the Library Building Project to submit a cost estimate for the Cafeteria. Further discussion was to make a “placeholder” in the CIP for this project and table the item.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO TABLE CONSENT AGENDA ITEM 1 UNTIL WE ARE FURTHER ALONG WITH THE LIBRARY AND HAVE AN IDEA OF HOW MUCH WE WANT TO PUT INTO THIS; [TABLING UNTIL WE HAVE A CONTRACTOR ON SITE]. 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. 3** – In response to Council Member Kelley’s inquiry, Ms. Judd and Mr. Null explained that the testing of the reclosers required an electrical engineer as Hooper Corporation was not qualified.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE CONSENT AGENDA ITEM 3 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.

## COUNCIL BUSINESS

### 1. **Electric Revenue Bond Issuance for Capital Improvement Program. *Danielle J. Judd***

Discussion ensued with the City Council regarding a proposed Electric Revenue Bond Issuance for the Capital Improvement Program as presented by Ms. Judd.

In response to questions from the City Council, Ms. Judd further explained that she was trying to present options to accelerate the CIP projects. At present, the City was only able to tackle one major project per year. The City needed to have the infrastructure in place and capacity available for future users. The City Council was in favor of debt and future users paying for a newer system and in agreement that it would be beneficial to spend money now for the City versus in small chunks.

Ms. Judd recognized Dick Miller, Electric Utility Director with Hooper Corporation, who also explained that of the approximately 3,500 utility poles, 20% were rotten. He also advised that they were proposing to replace all street lights with LED lighting and to respace the utility poles to be more efficient in lighting the streets.

Mayor Timberlake stated he was in favor of these projects as it fit into his proposed “Decade of Progress” plan. He requested to see a list of projects to get ahead of the Electric System and so the City could stop playing catch up. Ms. Judd reiterated and confirmed this would not increase rates, it would be committing the funds in the Capital improvement Budget for the period of the loan, the funding source would be the cash received as a result of the principal selected based on a 20-year list of projects.

The City Council unanimously agreed to table this item for further discussion until the August 1<sup>st</sup> Budget Workshop.

Mayor Timberlake recognized Susan Bonura, 103 Park Street, Green Cove Springs, who had contacted him and expressed her frustration with the number of power surges and outages she had experienced and the loss of numerous appliances. Mayor Timberlake stated he would like schedule a meeting with Ms. Bonura and the City Manager to further discuss the issues she was experiencing.

### 2. **Correcting the record to reflect Public Hearings scheduled in City Resolution Nos. R-12-2017 and R-13-2017 will be held on August 15, 2017 at 7:00 p.m. *L. J. Arnold, III***

Discussion ensued with the City Council regarding correcting the record to reflect Public Hearings scheduled in City Resolution Nos. R-12-2017 and R-13-2017 will be held on August 15, 2017 at 7:00 p.m. Mr. Arnold noted that the information provided in the original Staff Reports was incorrect; however, the Resolutions were correct and he had placed this item on the Agenda so the public record would be corrected.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE CORRECTING OF THE SCRIVENER'S ERRORS AND THE RECORD TO REFLECT THE DATE FOR THE PUBLIC HEARINGS AS SET FORTH IN RESOLUTION NO. R-12-2017 FOR THE PROPOSED FINAL STORMWATER SERVICE ASSESSMENTS WITHIN THE CITY AND RESOLUTION NO. R-13-2017 FOR THE PROPOSED FINAL SOLID WASTE SERVICE ASSESSMENTS WITHIN THE MAGNOLIA WEST SUBDIVISION TO BE AUGUST 15, 2017 AT 7:00 P.M. 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.

**3. Augusta Savage Work of Art – Jacksonville Public Library Event. *Constance W. Butler***

Discussion ensued with the City Council regarding the Augusta Savage work of art that was recently held at the Jacksonville Public Library as presented by Vice Mayor Butler. She advised that she would like to see a partnership formed to promote Ms. Savage with the City acting as a co-sponsor. She had spoken to Eugene Francis who had volunteered to develop a festival. Ms. Judd suggested that any type of recognition be incorporated in with the CalaVida Arts Festival as the City was not in the position to take on any additional festivals at this time. Council Member Royal also noted that this should not be a City run festival and an outside group like the Elks or Rotary should be tasked with the festival. Ms. Judd suggested waiting until 2018 to coincide with the opening of the Library Building at the Augusta Savage Arts & Community Center and to work with the Cummer Museum of Art and Gardens. The City Council agreed.

**4. City Manager and City Attorney Reports and/or Correspondence.**

**a. Executive Summary Reports – June 2017.**

The City Manager acknowledged the above reports provided to the City Council for information.

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

The \$900 in costs for the swim lessons being offered at the City Pool by The Stroke Doctor would be picked up by the City and be free to participants for this year only as a promotional and pilot program for the new pool. Due to it being so late in the season, the classes would be limited to ages 3-4 and with five (5) slots for each of the four (4) sessions for a total of 20 students. Next year, it would be offered to the public at a cost per student. Ms. Judd also noted that she would bring back additional information on the August 1<sup>st</sup> Agenda for lifeguards to be scheduled after August 15<sup>th</sup> when school goes back into session. Mr. Arnold confirmed that the contract would limit the City's liability.

Mayor Timberlake asked for an emergency motion to approve the City offering the two (s) sessions of swim classes with two (2) groups of five (5) students in each session subject to their accepting of the contract and the City Attorney getting the Agreement that covers the City.

AN EMERGENCY MOTION WAS SO MOVED BY COUNCIL MEMBER LEWIS. THE MOTION WAS SECONDED BY COUNCIL MEMBER 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.

In addition, it was noted that students who missed a class would not pass the class. Mayor Timberlake also asked the media to spread the word.

## **5. City Council Reports and/or Correspondence.**

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

Regarding the airport issue, Council Member Royal advised that Reynolds Park (Clay Port) should be discussing it with the City and not the County. He felt that the money and lifestyle issues, and impacts to the City were tremendous. The City had been very pliable with Reynolds Industrial Park in preparing for their future development and in the nurturing of their plans and he would not be supportive of an airport due to the financial, infrastructure, and lifestyle impacts to the City. He hoped to see Mr. McGowan approach the City in the near future. Ms. Judd noted that Keystone Heights was dying for some help with their airport and suggested the Council have a dialogue with Keystone Heights. She also felt that any feasibility study would say locate it here. Believing the County may be planning to purchase or carve out a portion of the property, Ms. Judd suggested sending an additional letter stating it was inappropriate for a County to legislate and dictate what goes on in a City's urban limits. The City's Comprehensive Plan from 2009 dictates such uses, plans, and growth in this area. In the past, the Port has stated they were not ready. However, if they were now ready to make some discussions, they should be having them with the City. Vice Mayor Butler stated she was not in favor of the airport in the City and felt the Port and County were undermining the City in any such planning. Mayor Timberlake suggested language to "cease and desist" be included in the letter. Mr. Arnold also suggested that letter be addressed to the Port and they be invited to address the City Council.

Mr. Null gave a brief update on the Edgewater Landing Subdivision.

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 9:18 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