

**MINUTES OF THE JANUARY 9, 2018 REGULAR SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

The regular session of the Green Cove Springs City Council was called to order Tuesday, January 9, 2018, 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 Mark Hults, Presbyterian Church of Green Cove Springs, 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:

L. J. Arnold, III, City Attorney
Derek Asdot, Chief of Police
Julia W. Clevinger, City Clerk
Janis Fleet, Development Services Director
Glee Glisson, Pool Manager
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 Dir.

AWARDS AND RECOGNITION

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE TWO PROCLAMATIONS. 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.

1. Proclamation – Martin Luther King, Jr. Day

Mayor Timberlake announced that the Proclamation would be presented and read at the M.L.K. Day Celebration on Monday, January 15th at Vera Francis Hall Park (see attachment marked Exhibit “A”).

2. Proclamation – Arbor Day

Mayor Timberlake read the Proclamation into the record (see attachment marked Exhibit “B”) and presented it to Sandra Royal with the Green Cove Springs Garden Club and Wes Taylor and Richard Darby of the Clay Soil & Water Conservation District. Ms. Fleet gave an update on the Arbor Day celebration planned for 9:00 a.m. on Friday, January 19th in Spring Park. Free trees would also be given out by the Clay Soil & Water Conservation District.

3. Recognition – New Employee - Micah O'Shields, Development Services

Ms. Fleet introduced Micah O’Shields, Development Services Clerk.

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

There were none.

PUBLIC HEARINGS

- 1. First Reading and Public Hearing for Ordinance No. O-02-2018, an Ordinance of the City of Green Cove Springs, Florida Rezoning 1.79 Acres of Property Located at 500 Myrtle Avenue, Identified as Tax Id # 018174-000-00, More Particularly Described in Attachment “A” From R-1 To PUD, Planned Unit Development, Specifically Described in Attachment “B”, Written Description, and Attachment “C”, Site Plan; Providing for Repealer, Severability, and Setting an Effective Date. *L. J. Arnold, III, Janis Fleet***

Mr. Arnold read the title of Ordinance No. O-02-2018 into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA REZONING 1.79 ACRES OF PROPERTY LOCATED AT 500 MYRTLE AVENUE, IDENTIFIED AS TAX ID #018174-000-00, MORE PARTICULARLY DESCRIBED ATTACHMENT “A”, FROM R-1 TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT “B”, WRITTEN DESCRIPTION, AND ATTACHMENT “C”, SITE PLAN; PROVIDING FOR REPEALER; SEVERABILITY; AND SETTING AN EFFECTIVE DATE.

Ms. Fleet reviewed the rezoning requested by the applicant.

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-02-2018, AN ORDINANCE REZONING 1.79 ACRES OF PROPERTY LOCATED AT 500 MYRTLE AVENUE, IDENTIFIED AS TAX ID #018174-000-00, FROM R-1 TO PUD, PLANNED UNIT DEVELOPMENT, FIRST READING AS TO FORM ONLY, AND SET THE PUBLIC HEARING FOR A SECOND AND FINAL READING ON FEBRUARY 6, 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.

CONSENT AGENDA

- 1. City Council approval of the Minutes for the Regular Session on December 5, 2017.**
- 2. City Council approval of the 2017 Annual Christmas on Walnut Street (COWS) After-Action Report.**
- 3. City Council approval of Payment No. 4 in the amount of \$610,293.93 for the Edgewater Landing portion of the North Grid Reclaimed Water Main (original contract), and approval of Payment No. 1 in the amount of \$90,029.21 to for the CR 209 Water Main Extension (Change Order #1) to Commercial Industrial Contractors (CIC).**
- 4. City Council approval of Payment #1 in the amount of \$7,729.20 to Commercial Industrial Contractors for construction of the CCUA/GCS Magnolia Point Water Interconnect.**
- 5. City Council approval of Pay Request No. 3 in the amount \$3,802.00 to Mittauer & Associates for Design, Engineering and Geotechnical work for the replacement of a water main under U.S. 17 & S.R. 16 East.**
- 6. City Council approval to suspend business with E. Vaughan Rivers, Inc. at 1882 Bellair Boulevard, in Orange Park, FL indefinitely.**
- 7. City Council approval of 201700972, a Gateway Corridor and Central Business District Matching Grant Application for a Building/Site Improvements for the property located at 422 South Orange Avenue for the Jamil Boutros for the Sheik Restaurant.**
- 8. City Council approval of the execution and recording of code enforcement lien satisfactions when City Staff determines the City has been paid in full.**
- 9. City Council approval of a Lien Reduction Request for the property at 704 Highland Avenue (Original Case Number - 10-498 (10-003)).**
- 10. City Council approval of a Lien Reduction Request for the property at 704 Highland Avenue (Case Number 14-022).**
- 11. City Council approval of the clarification to the Reorganization of the Green Cove Springs Police Department; Allocation of Green Cove Springs Police Department Personnel Originally Heard and Approved on December 5, 2017.**
- 12. City Council approval of a Purchase Order to Jimco Site Services Demolition for the sum not to exceed \$22,750.00 to demolish the Library Building at ASACC.**

Council Member Royal pulled Consent Agenda Item No. 2 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE [THE CONSENT AGENDA ITEMS 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, AND 12 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 – Council Member Royal commended the City Staff for their hard work on the Christmas on Walnut Street event and the City Council’s float for the Christmas Parade.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE ITEM NO. 2 ON THE CONSENT AGENDA. THE MOTION WAS SECONDED BY VICE MAYOR BUTLER.

Mayor Timberlake echoed those sentiments noting that many people outside the county had also attended.

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 Member Lewis also thanked the Green Cove Springs Business League for coordinating the Parade.

COUNCIL BUSINESS

1. FMPA Report – December 2017. *Bob Page*

Discussion ensued with the City Council regarding the FMPA Report for December 2017 as presented by Mr. Page. He advised that a check for \$92,000 should have been received or was due to be received at any time.

2. City Council consideration of cost-sharing project with Visual FX for improvements on FDOT right-of-way and City right-of-way. *Mike Null, Danielle J. Judd*

Discussion ensued with the City Council regarding consideration of cost-sharing project with Visual FX for improvements on FDOT right-of-way and City right-of-way as presented by Mr. Null. A Developer’s Agreement similar to the Clay County Supervisor of Election’s Office would be brought back for approval on the January 23rd Agenda.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO DIRECT STAFF TO PREPARE A DEVELOPER'S AGREEMENT WITH VISUAL FX IN THE NOT TO EXCEED AMOUNT OF \$57,559.36 FOR SIDEWALK AND RIGHT-OF-WAY IMPROVEMENTS ON U.S. 17 AND PARK STREET BORDERING THEIR REDEVELOPMENT PROJECT FOR PRESENTATION AT THE JANUARY 23, 2018 COUNCIL MEETING. 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. Approval of Operating Hours for Historic Spring Park Pool 2018 Season. *Danielle J. Judd*

Discussion ensued with the City Council regarding approval of Operating Hours for Historic Spring Park Pool 2018 Season as presented by Ms. Judd and Ms. Glisson. Additional discussion included free swim lessons to be offered and managed by a third party vendor, lifeguards, pool passes, and various opportunities for other activities at the pool.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO SET THE OPENING HOURS FOR THE 2018 POOL SEASON AS FOLLOWS: MAY 1ST WEEKENDS ONLY 11 AM – 7 PM; MEMORIAL DAY THROUGH LABOR DAY TUESDAY – SUNDAY 11 AM – 7 PM; CLOSED MONDAY FOR MAINTENANCE; AFTER LABOR DAY WEEKENDS ONLY 11 AM – 7 PM; SEASON ENDS OCTOBER 1ST. SPLASH PAD OPEN DAILY 11 AM – 8 PM; AND RECOMMEND THAT WE EXPLORE THE POSSIBILITY OF THE EXTENDED POOL PROGRAM BY A THIRD PARTY VENDOR. 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.

Ms. Judd recounted the use of Stroke Doctor for swim lessons and advised that a private party had offered to sponsor and fund the swimming lessons. Ms. Glisson extended her thanks to Kim Thomas for her hard work in coordinating the schedule for the swim lessons last summer on such short notice. Mr. Null advised that they were still trying to coordinate a contractor to repair the lights on the Splash Pad. Ms. Glisson advised the success level for the children in the swim lessons was in accordance with their age level.

4. First Reading of Ordinance No. O-01-2018, an Ordinance authorizing the City to borrow up to \$10,700,000.00 for improvements to and expansion of our Electric Utility System. *L. J. Arnold, III, Danielle J. Judd*

Mr. Arnold read the title of Ordinance No. O-01-2018 into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AUTHORIZING THE CITY TO BORROW UP TO \$10,700,000.00 FOR IMPROVEMENTS TO AND EXPANSION OF OUR ELECTRIC UTILITY SYSTEM; PROVIDING THAT DETAILS OF THE LOAN BE APPROVED BY SUBSEQUENT RESOLUTION OF THE CITY COUNCIL; AND PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

Mr. Arnold advised that a sentence in “Section 1” of the Ordinance had been inadvertently omitted and would be corrected prior to the second and final reading. It would read as follows:

“The specific details of the loan, including, but not necessarily limited to, the interest rate, type of financing, lender and length of the loan, shall be approved by subsequent Resolution of the City Council.”

Discussion ensued with the City Council regarding Ordinance No. O-01-2018, and Ordinance authorizing the City to borrow up to \$10,700,000 for improvements to and expansion of the City’s Electric Utility System as presented by Ms. Judd. Referring to an e-mail sent to the City Council in December, she reminded that this would take care of current infrastructure, the process would allow for additional infusion of cash, the 3rd Feed from Magnolia Point would proceed, and she was not recommending going over the \$10.7 million figure.

Mayor Timberlake recounted that the City was taking a number of capital projects that are scheduled in the outer years and bring them in to get them done faster which will improve the reliability of the electric within the City. Capacity was not being addressed and tree trimming and other maintenance activities would still go on and were paid for out of another maintenance budget as they were not considered capital projects. This ordinance authorized the City to start the process. The second and final reading and additional discussion would happen on January 23rd.

In response to Council Member Kelley’s request that the priority list be further denoted as levels A, B, and C, Ms. Judd advised that the Priority List presented at the December 5th Council meeting was in priority order. However, priorities may change as addressed and seen in the field.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE ORDINANCE NO. O-01-2018 ON FIRST READING AS TO FORM ONLY; SET THE SECOND AND FINAL HEARING ON JANUARY 23, 2018; AND TO ALSO INCLUDE THE ADJUSTMENT TO SECTION 1 AS NOTED BY THE CITY ATTORNEY. 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.

5. Approval to Create a Utility Line Locator Position Description and Classification – FY 2018 Pay Plan and Budget. *Danielle J. Judd*

Discussion ensued with the City Council regarding Approval to Create a Utility Line Locator Position Description and Classification – FY 2018 Pay Plan and Budget as presented by Ms. Judd and Mr. Null. It was noted that phone and cable locates were contracted out by those utilities. Ms. Judd also advised that she was anticipating an internal promotion for this position. In addition, the new Electric Director also had started today.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE [CONSIDER] THE PROPOSED UTILITY LINE LOCATOR POSITION CONCEPT AND AUTHORIZE THE ADMINISTRATION TO FINALIZE A JOB DESCRIPTION AND CLASSIFICATION FOR INCLUSION IN MID YEAR FY 2018 BUDGET AND PAY PLAN. 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.

6. City Council review and approval of City Manager Danielle Judd’s 2017 Performance Evaluation, and setting forth Goals and Objectives for the January 1, 2018 through December 31, 2018 Performance Evaluation Period. *Mary Jane Lundy*

Discussion ensued with the City Council regarding review and approval of City Manager Danielle Judd’s 2017 Performance Evaluation, and setting forth Goals and Objectives for the January 1, 2018 through December 31, 2018 Performance Evaluation Period as presented by Ms. Lundy. Ms. Judd’s overall rating of 4.8 out of 5. Ms. Lundy also noted that Staff was requesting that Ms. Judd’s Work Plan be updated after the March 3rd Vision session. The City Council members commended Ms. Judd’s job performance based on the numerous tasks assigned by the City Council.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO ACCEPT THE 2017 PERFORMANCE EVALUATION RESULTS FOR CITY MANAGER DANIELLE JUDD AND TO SET GOALS FOR NEXT EVALUATION PERIOD POST MARCH 3RD, 2018 VISION SESSION. 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. City Manager and City Attorney Reports and/or Correspondence.

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects. Mr. Arnold advised that he would be bringing to the Council for approval an Agenda item requesting an additional \$5,000 for expenses incurred by Brenna Durden as they related to the annexation process.

In addition, Ms. Judd advised that she had been approached by a gentleman via e-mail who was asking that the City not allow smoking in City Parks. Upon further discussion, it was decided that this type of regulation would be extremely hard to enforce. The City Council was in agreement that smoking was not a good thing especially around children. It was decided that City Staff would research signs requesting that patrons refrain from smoking near playgrounds and Ms. Judd would reply to the e-mail accordingly.

Mayor Timberlake recognized Joe Sobotta, 212 North Street, Green Cove Springs, expressed his agreement with the discussion, but also inquired if the City could include language to include the disposal of cigarette butts and provide appropriate receptacles. In addition, there were many people who also approached him and asked him to make inquiries of the City. He relayed a recent conversation with another citizen regarding access to the Spring for water. He had advised that there would always be people who would complain versus asking City Staff for information but had been told that this citizen's spouse was ill and they were unable to do so.

8. 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 9:02 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Roy M. Timberlake, Jr., Mayor

Attest:

Julia W. Clevinger, CMC, City Clerk