

**MINUTES OF THE FEBRUARY 6, 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, February 6, 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 Rev. Celeste Tisdelle, St Mary's Episcopal Church, 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 (via phone)
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
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

AWARDS AND RECOGNITION

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE PROCLAMATION FOR BLACK HISTORY MONTH. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. 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 – Black History Month

Mayor Timberlake read the Proclamation into the record (see attachment marked Exhibit "A") and presented it to Alvin Brown who thanked the City Council for the recognition. Eugene Francis gave a brief update on the upcoming Augusta Savage Cultural Arts Festival.

2. Presentation – Certified Municipal Clerk (CMC) Plaque and Pin to Julie Clevinger, City Clerk

The presentation was deferred.

3. Recognition of Employees: Lt. Guzman, Sgt. Miller, Ofc. Reney Henderson, and Chaplain Christian Pope

Mayor Timberlake recognized and Chief Asdot swore in Chaplain Pope, Officer Henderson and Sgt. Miller, each of whom thanked their family, their fellow officers, and the City Council for their support. Recognition for Lt. Guzman was to be held at a future meeting.

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. Public Hearing for the Second and Final Reading of 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.

Mr. Arnold read the title of Ordinance No. O-02-2018 (see attachment marked Exhibit “B”) into the record:

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.

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

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL 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. 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 January 9, 2018.**
- 2. City Council approval of the renewal of the VyStar Credit Union Security Contract, Green Cove Springs Branch, effective January 1, 2018 through December 31, 2018.**
- 3. Approval of attached Engagement Letter with Gray Robinson law firm to assist the City in preparing a telecommunications ordinance to comply with the new state law.**
- 4. City Council approval of Payment No. 5 in the amount of \$174,194.73 for the Edgewater Landing portion of the North Grid Reclaimed Water Main (original contract) and approval of Payment No. 2 in the amount of \$147,468.80 for the CR 209 Water Main Extension (Change Order #1) to Commercial Industrial Contractors (CIC).**
- 5. City Council approval for City Staff to apply for a St. Johns River Water Management District (SJRWMD) Cost Share Grant for construction of the Plant portion of the Reclaimed Water System Capital Improvements.**
- 6. City Council approval for expenditure of funds to purchase three reclosers from Gresco Supply, Inc. in the amount of \$32,340.00.**
- 7. City Council approval of Payment #2 in the amount of \$41,557.09 to Commercial Industrial Contractors for construction of the CCUA/GCS Magnolia Point Water Interconnect.**
- 8. City Council approval of Payment #1 to J & H Waterstop Utilities, Inc., for work on the Sanitary Sewer Evaluation Survey (SSES) in the amount of \$36,104.26.**
- 9. Council approval of Developers Agreement for right-of-way improvements with Visual FX in the amount of \$57,559.36, and Resolution Number R-01-2018 authorizing expenditure of these funds and declaring a public purpose.**

Council Member Royal pulled Consent Agenda Item No. 3 for discussion.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE CONSENT AGENDA ITEMS 1, 2, 4, 5, 6, 7, 8, AND 9 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. 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 – Council Member Royal requested clarification on what the City hoped to accomplish. Mr. Arnold advised of two purposes: 1) to comply with new state statutes, and 2) to take an extensive review of the City’s Telecommunication Ordinances for things located in the City’s right-of-way. He further explained the need for the services of outside counsel regarding this issue. Further review of City contracts with AT&T and Comcast would also be necessary. Council Member Royal also encouraged the City to include the concepts to accommodate wi-fi, smart cars, and bicycles. Mr. Arnold was requesting the amount be capped at \$10,000. The Mayor suggested reviewing Ordinances from similar sized municipalities. Mr. Null expressed his desire to make sure the new Telecommunications Ordinances and Franchise Agreements with AT&T and Comcast would have more teeth so as to protect the City regarding response times, etc. An Ordinance would also be required for Franchise Agreements. Mayor Timberlake also expressed his preference that Gray Robinson start with existing Ordinances in effect such that they have written many of these before.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE ENGAGEMENT LETTER WITH MR. CLOUD FOR A NOT TO EXCEED OF \$10,000. 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.

Mayor Timberlake recognized Joe Sobotta, 212 North Street, Green Cove Springs, who expressed his concerns regarding Consent Agenda Item No. 3. Ms. Judd gave a brief update on her meeting with the subcontractor a few months ago. She noted there was a national management information system to which the City had started the process of logging in issues. She also requested the contact information of which Mr. Sobotta spoke.

COUNCIL BUSINESS

1. Clay County Port, Inc. – Reynolds Airport Feasibility Study. *Ted McGowan, Executive Director, Clay County Port, Inc.*

Discussion ensued with the City Council regarding an Airport Feasibility Study for the Clay County Port as presented by Mr. McGowan and Andrew Holesko, C.M., V.P., Program Manager, Passero Associates. The purpose of the Feasibility Study was to help Clay County Port understand the proper protocol and process to go through a study to be able to consider all of their future options. Information gathering had started and a Planning Advisory Committee would be appointed and include City Council and Staff, County and Staff, citizens, and local pilots. Mr. Holesko reviewed the flow chart and outline of the structures and took note of comments and questions from the Council to answer at a later date.

Some concerns of the City Council included:

- Airports already in the area – St. Augustine, Keystone Heights
- How would the airport add to the economy and tax base of Green Cove Springs?;
- Development, such as housing and commercial, and economic impacts around the airport;
- Are other development ideas being considered with the construction of the First Coast Expressway?;
- Invite committee members to visit other airports;
- Not what the City was “sold” on the expansion of the Port;
- Quality of life impacts of an airpark vs. municipal airport;
- Noise pollution;
- Air pollution;
- Property values;
- What entities to operate – private, City of Green Cove Springs, Clay County Commission; Airport Authority;
- Scope of Need, number of trips in and out, and acreage needed, to be better quantified;
- City has no Transportation Concurrency in the corporate limits;
- Comp Plan Text Amendment and how it dovetails into the Annexation Agreement;
- Annexation Agreement would be on the table for discussion for exaction of electric infrastructure;
- Noise and environmental data and concerns;
- Keep the Outfall for the WWTP;
- Make meetings public; and
- Concerns regarding FBO, Gainesville Regional Airport or something else; and

After questions and comments from the City Council, Mayor Timberlake advised he had already heard negative comments from citizens and strongly urged the Port to be sensitive to the quality of life in Green Cove Springs and respectful of the citizens.

2. FMPA Report – January 2018. *Bob Page*

Discussion ensued with the City Council regarding the FMPA report for January 2018 as presented by Mr. Page.

3. Review and Discussion of City Clerk’s 2017 Performance Evaluation Results. *Mary Jane Lundy*

Discussion ensued with the City Council regarding review of the City Clerk’s 2017 Performance Evaluation Results as presented by Ms. Lundy. The overall score by the City Council was 3.77 of which the rating equated to “Exceeds Expectations”. In addition, Ms. Clevinger had achieved her AA Degree in Business Administration from St. Johns River State College in August and her Certified Municipal Clerk (CMC) certification in

December. Ms. Lundy explained that Ms. Clevinger's base pay was still below the minimum for the pay grade of City Clerk.

Mayor Timberlake requested comments from the City Council regarding the evaluations. Likewise, he recounted that in past meetings, the City Council had discussed bringing Ms. Clevinger up to the base pay once she had attained her degree and certification.

Council Member Lewis expressed how proud she was of Ms. Clevinger's accomplishments and what a wonderful job she had done. The City Council concurred.

Mayor Timberlake expressed his regrets that the performance appraisals of the City Manager and City Clerk were done in a public setting, but this was what the City did. He was pleased with the overall 3.77 rating and his conveyed his appreciation for the very good job Ms. Clevinger was doing and how she was an asset for the City.

Mayor Timberlake requested a motion that would bring Ms. Clevinger's salary package up to the minimum for her job grade. The City Council would need to look at any additional things in the upcoming budget cycle.

A MOTION WAS SO MADE BY VICE MAYOR BUTLER. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. 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 also happily announced that a quote had been received by Ms. Clevinger on the framing element for the memorial plaque for the Historical Archives Room in the amount of \$3,800.

4. 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.

- a. Executive Summary Reports – November and December 2017.

Ms. Judd advised that over 100 applications had been received for the Communications Coordinator position. She distributed flash drives with the top 70, and requested the City Council review and return their top 5 choices. These would then be narrowed down to the Top 3. She wanted to begin interviews at the end of February. The City Council agreed.

5. City Council Reports and/or Correspondence.

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

Council Member Lewis exited the meeting at 9:28 p.m.

Mayor Timberlake requested and received approval from the City Council to schedule a special session on Friday, February 9th at 5:30 p.m. regarding a final settlement offer to Core Construction.

Upon further discussion, Mayor Timberlake requested an item be placed on the next Agenda regarding administration of the Energy Cove Court Developer Agreements for AET, Velcorp Gems, Griffis Gas, St. Johns Boat Yard, U.S. Filter, and Heritage Signs.

Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 9:51 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Roy M. Timberlake, Jr., Mayor

Attest:

Julia W. Clevinger, CMC, City Clerk