

**MINUTES OF THE MARCH 6, 2018 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, March 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 Pastor David Jackson, First United Methodist 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  
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.

**AWARDS AND RECOGNITION**

**1. Employee of the Quarter – Brandi Acres, Communications Supervisor**

Mayor Timberlake read a letter to Brandi Acres, Communications Supervisor, as the Employee of the Quarter and presented her with a plaque and gift card to a local restaurant. Council Member Royal read a letter to Ms. Acres from Chief Asdot. Ms. Acres thanked the Officers and Dispatchers, the City Council, the City Manager, and her husband, Det. Acres, for their support and the recognition.

**2. Recognition of Employees – Lt. John Guzman**

Mayor Timberlake read the list of achievements and recognized Lt. Guzman. Chief Asdot swore him in, and his wife, Amber, pinned him. Lt. Guzman thanked his family, fellow Officers, and the City Council for their support.

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

Mayor Timberlake recognized Henrietta Francis, 2439 Bonnie Lakes Drive, Green Cove Springs, who, on behalf of the Friends of Augusta Savage, thanked the City Council for their support of the Augusta Savage Cultural Arts Festival that was held in Spring Park on Saturday.

Mayor Timberlake recognized Joe Sobotta, 212 North Street, Green Cove Springs, who gave a brief update on the work he had witnessed from the AT&T clean-up process regarding hanging wires, etc. Mr. Arnold advised that he was currently reviewing the contracts and would be happy to go over them with Mr. Sobotta. Mayor Timberlake thanked him for his continued involvement in the process. Ms. Judd advised that the City had input the work requests in their online system.

**CONSENT AGENDA**

- 1. City Council approval of the Minutes from the Regular Sessions on February 6 and February 20, 2018 and the Special Session on February 9, 2018.**
- 2. City Council Appointments to the 2018 Charter Review Committee.**
- 3. City Council approval to sell advance tickets for the 2018 Clay County Agricultural Fair.**
- 4. City Council approval of the 30th Annual Memorial Day RiverFest Celebration - Zambelli Fireworks Proposal.**
- 5. City Council approval of one (1) Ford Taurus Police Vehicle under the 2017 Florida Sheriff's Association State Contract in the amount of \$33,825.**
- 6. City Council approval of Utilization of the Police Department's Forfeiture Fund in support of the county-wide distribution of the annual Safe & Drug-Free Schools Calendar project sponsored by Clay Action Coalition Incorporated in the amount of \$300.00.**
- 7. City Council approval of 201800129, a Gateway Corridor and Central Business District Matching Grant Application for Facade/Building Improvements for the property located at 710 North Orange Avenue for Rusty Chaney.**
- 8. City Council review and approval of the Final Plat for Whisler Plat.**
- 9. City Council approval of the Grant Agreement for a Competitive Florida Economic Development Project Grant in the amount of \$11,000 to the Department of Economic Opportunity to prepare an Economic Development Element to the City's Comprehensive Plan and Authorization for the Mayor to Sign the Grant Agreement.**
- 10. City Council approval of attached Engagement Letter with Nabors, Giblin & Nickerson P. A. ("NG&N") to provide specialized assistance to the City and Staff for the continued implementation of annual non-ad valorem assessments for the Magnolia West Subdivision solid waste and City-wide stormwater programs.**

Mayor Timberlake pulled Consent Agenda Item No. 10 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE ITEMS 1 THROUGH 9 AS LISTED ON THE CONSENT AGENDA. 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. 10** – In response to Mayor Timberlake’s inquiry as to why an additional outside consultant was needed, Mr. Arnold advised this was an issue that was relatively easy to make a mistake and it could be costly to the City. He believed that specialized legal expertise was needed concerning the current stormwater issue within the northside of the Magnolia West Subdivision. Secondly, he would like Ms. Encinosa’s input on the use charge for Stormwater Utility System which the City was considering. Ms. Judd advised the use charge would not be completed for this assessment cycle. Phase III is platted whereas Phase IV was not platted. She believed that it would not be in compliance with the Comp Plan due to run-off issues. Ms. Judd also advised that Robin Kinnear had been asked to use some of her property for run-off. Mr. Arnold confirmed his recommendation due to the specialized legal need.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE ITEM NO. 10 ON THE CONSENT AGENDA. 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, AND CONSTANCE W. BUTLER. NAYS – MAYOR ROY M. TIMBERLAKE, JR.

### **COUNCIL BUSINESS**

**1. FMPA Report – February 2018. *Bob Page***

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

Mayor Timberlake requested a motion to receive the report.

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.

**2. City Council approval of Resolution No. R-04-2018, a Resolution adopting "Rules of Procedure for the City Council", rescinding Resolution No. R-34-80, and setting an Effective Date. *Julia W. Clevinger / L. J. Arnold, III***

Discussion ensued with the City Council regarding approval of Resolution No. R-04-2018 (see attachment marked Exhibit "A"), a Resolution adopting "Rules of Procedure for the City Council" and rescinding Resolution No. R-34-80 as presented by Ms. Clevinger and Mr. Arnold.

In response to Mayor Timberlake's inquiry for comments from the City Council, Council Royal objected to Rule 10 (d) which he believed would hinder and restrict a Council Member from speaking on an item. The City Council would always be able make any amendments as they saw fit in the future. Under further discussion, the City Council agreed that this Rule should be stricken.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ADOPT (RESOLUTION NO. R-04-2018) THE RULES OF PROCEDURE WITH THE EXCEPTION OF RULE 10 (D) WHICH WOULD BE STRICKEN. 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.

**3. City Council Discussion and/or Action Regarding the City Manager Search Process. *Mary Jane Lundy***

Discussion ensued with the City Council regarding the City Manager search process as presented by Ms. Lundy.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO PROCEED WITH ENGAGING A SEARCH FIRM TO BEGIN THE PROCESS. THE MOTION WAS SECONDED BY COUNCIL MEMBER LEWIS.

Mayor Timberlake requested that Ms. Lundy also include timeline estimates from the search firms as he was interested in moving forward as quickly as possible such that we have somebody that is ready to move into the position at or about the time the current City Manager leaves.

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.

**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.

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

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

Council Member Royal requested that Ms. Guthrie provide the City Council with a monthly report of legal fees for Core Construction.

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 8:10 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, CMC, City Clerk