

**MINUTES OF THE MARCH 20, 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 20, 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 Ron Baker, III, 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  
(via telephone)  
Roy M. Timberlake, Jr., Mayor

**STAFF MEMBERS PRESENT:**

L. J. Arnold, III, City Attorney  
Derek Asdot, Chief of Police  
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.

**STAFF MEMBERS ABSENT:**

Julia W. Clevinger, City Clerk

**AWARDS AND RECOGNITION**

Mayor Timberlake requested a motion to approve the Proclamation for the 32<sup>nd</sup> Annual Clay County Agricultural Fair.

A MOTION WAS SO MADE BY COUNCIL MEMBER LEWIS. 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 – 32<sup>nd</sup> Annual Clay County Agricultural Fair**

Mayor Timberlake read the Proclamation for the 32<sup>nd</sup> Annual Clay County Agricultural Fair (see attachment marked Exhibit “A”) and presented it to Chereese Stewart, Vice Chair of the Board of Directors for the Clay County Fair Association. Ms. Stewart gave a brief overview of the schedule of events and thanked the City Council for the recognition.

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

Mayor Timberlake recognized Kelly Hartwig, 1834 Shoal Creek Drive, Green Cove Springs, who advised the City Council regarding legal documents received from FDOT for the sidewalk project at Visual FX. Mr. Arnold reviewed the list of documents being requested/required by FDOT. Mr. Hartwig stated it was hoped the project would be completed by the end of May or maybe June.

**CONSENT AGENDA**

- 1. City Council approval of the Minutes from the Regular Session on March 6, 2018 and the Special Session on March 3, 2018.**
- 2. City Council approval of the renewal of the Vendor Payment Agreement between the City of Green Cove Springs and the Council on Aging of Clay County for the period of April 1, 2018 through March 31, 2020.**
- 3. City Council approval of Memorandums of Understanding with Kevin Jones and Kevin Matthew Craft for the 2018 Memorial Day RiverFest Celebration.**
- 4. City Council approval of Change Order #1 in the deductive amount of \$19,320.00 to the Contract with J & H Waterstop Utilities, Inc. for the DEP SRF Specialized Field Studies, reducing the total amount from \$559,955.00 to \$540,635.00 and authorization for Mayor to execute said Change Order.**
- 5. City Council approval of, and authorization for the mayor to execute, FDEP SRF Disbursement #9 which includes J & H Waterstop Pay Request #2 (SSES) in the amount of \$106,421.90 and payment of Mittauer and Associates Invoice # 18095 in the amount of \$95,000.00.**
- 6. City Council approval of Pay Request No. 6 in the amount \$205.00 to Mittauer & Associates for Design, Engineering and Geotechnical work for the replacement of a water main under U.S. 17 & S.R. 16 East.**
- 7. City Council approval of Payment #6 to Mittauer & Associates for \$395.00, for design, engineering, permitting and project management for the Magnolia Point water utility interconnect between the Clay County Utility Authority and the City.**
- 8. City Council approval for Payment No. 7 to Mittauer and Associates for construction administration and construction inspection services for the North Grid Reclaimed Water Main in the amount of \$5,100.00.**
- 9. City Council authorization for the Mayor to execute the Certificate of Construction Completion and Bill of Sale completing the Magnolia Point water utility interconnect between the Clay County Utility Authority and the City.**

**10. City Council approval for Pay Request #1 to R. Hartwig Construction in the amount of \$10,193.72 associated with the Developers Agreement for right-of-way improvements with Visual FX in the amount of \$57,559.36.**

Council Member Royal pulled Consent Agenda Item No. 10 for discussion.

Vice Mayor Butler pulled Consent Agenda Item Nos. 5, 6, 7, and 8 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE CONSENT AGENDA ITEM NOS. 1, 2, 3, 4, AND 9. THE MOTION WAS SECONDED BY VICE MAYOR 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 Nos. 5, 6, 7, and 8** – Vice Mayor Butler inquired about including the number of Pay Requests, i.e. No. 6/10, on the Agenda subject line. It was explained that this would not be possible as the City did not know how many pay requests would be received before the end of the project. Staff would include the remaining balance of the project for future pay requests.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE CONSENT AGENDA ITEM NOS. 5, 6, 7, AND 8. 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 advised he would recuse himself from the vote.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE THE CONSENT AGENDA ITEM NO. 10. 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, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE. RECUSED – B. VAN ROYAL (SEE FORM 8B ATTACHED AS EXHIBIT “B”).

Mayor Timberlake recognized Bob Lewis, 203 North Street, Green Cove Springs, who expressed his pleasure regarding the new signage in Spring Park. He also requested the City look into moving the historical sign located at the Walnut Street entrance closer to the bridge.

## COUNCIL BUSINESS

**1. Update on Executive Search Firm for Recruitment of Green Cove Springs' City Manager. *Mary Jane Lundy***

Discussion ensued with the City Council regarding the update on an executive search firm for recruitment of Green Cove Springs' City Manager as presented by Ms. Lundy.

Further discussion included ICMA membership, out-of-pocket expenses, and their preferences from the companies submitted for review.

Mayor Timberlake requested a motion to include, that in the interest of moving this item ahead, Staff was being authorized to forgo the RFP process, specifically item no. 5 on page 13 of the Purchasing Policies Manual as noted by Ms. Judd. Ms. Judd advised that the motion would be an exception to the regular procurement requirement because the Council has deemed it to be in the best interests of the City.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO HIRE SGR BUT EXEMPT IT FROM THE REGULAR PROCUREMENT PROCEDURES TO MOVE IT FORWARD AS BEING IN THE INTEREST OF THE CITY. 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.

Ms. Judd further advised that the City Council would also need to instruct Ms. Lundy to reach out to SGR tomorrow to see about getting a contract on the April 3<sup>rd</sup> Agenda. Mayor Timberlake concurred.

**2. City Council approval of Purchase Order to MAER Construction for the sum not to exceed \$53,587.00 to complete the punch list for the pool project. *Mike Null***

Discussion ensued with the City Council regarding approval of a Purchase Order to MAER Construction for the sum not to exceed \$53,587.00 to complete the punch list for the pool project as presented by Mr. Null. Subsequent conversations with MAER would also include most of the smaller items.

The four (4) major items are:

- Replacing the two (2) stairs and some of the landing area on the east end of the building to take care of the Code concerns;
- Re-working the rock outfall to take care of where some of that is starting to wash out;
- Replacing and grouting the zip (plastic) strips located between the concrete sections on the pool deck;

- Leveling the bathroom floors that hold a considerable amount of water which requires the Lifeguards a considerable amount of time squeegeeing out to prevent slips and falls.

Mr. Null also requested the Purchasing Policies be waived in the interest of safety and welfare and to move this project forward to accommodate the scheduled opening of the pool for the first weekend in May.

Council Member Royal expressed his safety concerns regarding kids' accessibility to the stones in the outfall. Mr. Null would consider the possibility of a warning sign to be erected.

Mr. Thomas advised the contractor has been contacted and advised to be completed within a month.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE PURCHASE ORDER TO MAER CONSTRUCTION FOR THE SUM NOT TO EXCEED \$53,587.00 TO COMPLETE THE PUNCH LIST FOR THE POOL PROJECT. 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.

**3. City Council approval of a Purchase Order to SNK Drywall, LLC for the sum not to exceed \$59,275.00 to repair the City Hall building stucco and repaint. *Mike Null***

Discussion ensued with the City Council regarding approval of a Purchase Order to SNK Drywall, LLC for the sum not to exceed \$59,275.00 to repair the City Hall building stucco and repaint as presented by Mr. Null. It was noted that due to the critical nature of the existing damage, Staff was recommending that Council waive the normal purchasing policies and award this project based on the three written quotes received.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE A PURCHASE ORDER TO SNK DRYWALL, LLC FOR THE SUM NOT TO EXCEED \$59,275.00 TO REPAIR THE CITY HALL DECORATIVE BUILDING STUCCO AND REPAINT THE ENTIRE BUILDING AND TO WAIVE THE PROCUREMENT PROCEDURES. 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 requested that a Special Session (Shade Meeting) be scheduled for April 3, 2018 at 6:00 p.m. regarding CORE Construction. The City Council concurred.

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

**a. Executive Summary Reports - February 2018.**

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.

Mayor Timberlake informed the City Council they had been remiss and advised that Performance Evaluation forms for the City Attorney would be transmitted to the City Council for their appraisals.

In response to Mayor Timberlake's comments, Mr. Null and Mr. Thomas advised that Staff was working with Heritage Signs on the design, development, and purchase of an electronic reader board sign to be located at the front of the City Hall. Council Member Royal also suggested an "Events" sign to be located in the Park.

**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