

**MINUTES OF THE MAY 1, 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, May 1, 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 Bob Brown, Pastor of Cornerstone Church, Jacksonville, 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, Parks & Recreation Director
Marlena Guthrie, Finance Director
Danielle J. Judd, City Manager
Mary Jane Lundy, Personnel Director
Mike Null, Asst. City Mgr. / Public Works Dir.
Tiffanie Reynolds, Communications Coord.
Kimberly Thomas, Exec. Asst. to the City Mgr.

AWARDS AND RECOGNITION

1. Proclamation – Cinco De Mayo – Mexican Consulate

Council Member Royal read the Proclamation into the record (see attachment marked Exhibit “A”) and presented it to Mr. Pedro Trujillo, General Counsel to the Mexican Consul, who thanked the City Council for the recognition and their support.

2. Proclamation – Military Service Day

Council Member Lewis read the Proclamation into the record (see attachment marked Exhibit “B”) and presented it to Kimberly Thomas, Executive Assistant to the City Manager and who serves as the City’s Special Events Coordinator, who thanked the City Council for their support.

3. Proclamation – Public Service Recognition Week

Council Member Kelley read the Proclamation into the record (see attachment marked Exhibit “C”) and presented it to Mary Jane Lundy, Human Resources Director, who thanked the City Council for their support.

4. Proclamation – Municipal Clerks Week

Vice Mayor Butler read the Proclamation into the record (see attachment marked Exhibit “D”) and presented it to Julie Clevinger, City Clerk, who thanked the City Council for their support.

5. Presentation – 28th Annual Tree City Award – Andrew Usina, Florida Forest Service

Janis Fleet, Development Services Director, recognized Andrew Usina with the Florida Forest Service who presented the City with its 29th Annual Tree City USA Award.

Clerk’s Note: Scrivener’s error: 29th, not 28th year.

6. Recognition – New Employees – Glee Glisson, Parks & Recreation Director; Sammy Lopez, Warehouseman; and Tiffanie Reynolds, Communications Coordinator

Ms. Judd introduced Glee Glisson, the City’s Parks & Recreation Director, and Tiffanie Reynolds, the City’s Communications Coordinator. Mr. Null introduced Sammy Lopez, the City’s Warehouseman.

7. Recognition – Employee of the 2nd Quarter 2018 – Angel Alicea

Mr. Null read a letter to Angel Alicea, Network Administrator, as the Employee of the Quarter and presented him with a plaque and gift card to a local restaurant. Mr. Alicea thanked the City Council for the recognition.

8. Swearing In Ceremony – Lt. Shawn Hines

Mayor Timberlake recognized and Chief Asdot swore in Lt. Hines who thanked his family 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 the following for comments:

1. Ed Gaw, 1 Elmore Street, Green Cove Springs, who gave an update on the 2nd Food Truck Friday event scheduled for May 11, 2018. He expected the turnout to double this time. He requested the City allow the band and food trucks to plug into the electric poles and assist with the trash. There would be activities also occurring on the 400 Block of Walnut Street.

- In addition, he requested that Magnolia Avenue be closed between Palmer Street and Walnut Street. The Mayor requested the electronic reader board at the Police Station be used to promote the event. Mr. Gaw's 2nd request was for a street light to be installed on Blocker Road (just north of C.R. 315). Ms. Judd acknowledged the request noting that she had visited the site and the City did not provide the service of installing street lights on private roads. This was communicated to Mr. Blocker on April 23, 2018 in a phone call.
2. Stephen Chastain, 1257 Energy Cove Court, Green Cove Springs, who expressed his confusion with the charges he was being required to pay for a transformer for electric service at his new business in the Energy Cove Court Industrial Park. Council Member Royal provided an explanation based on the Developer's Agreement.
 3. Felecia Hampshire, 508 Franklin Street, Green Cove Springs, who thanked the Police Department and Officer Rulon for their assistance with some recent auto break-ins in her neighborhood. In addition, she promoted a book signing at Spring Park Coffee with Angela Thomas, author of "The Kids Are Gone, Now What?".
 4. Bruce B. Butler, Jr., PO Box 534, Green Cove Springs, who requested the City Council consider scheduling an Amnesty Day for garbage for the residents.

CONSENT AGENDA

1. **City Council approval of the Minutes for the Regular Session on April 17, 2018.**
2. **Monthly Legal Report for Spring Park Project – April 2018. Total Legal Services are \$50,783.39.**
3. **City Council approval of the piggybacking on the City of Satellite Beach Amendment Contract retroactive to April 3, 2018 to April 8, 2019 for Financial Advisory Services with PFM Financial Advisors LLC ("PFM") on an as needed basis.**
4. **City Council approval of Street Closures for Law Enforcement Memorial to be held in Spring Park on May 8, 2018.**
5. **City Council approval of request by Ed Gaw, Owner of Hi Liner, for Street Closures for all future Food Truck Friday Events.**
6. **City Council approval for Pay Request #2 to R. Hartwig Construction in the amount of \$16,472.70 associated with the Developers Agreement for right-of-way improvements with Visual FX in the amount of \$57,559.36.**
7. **City Council approval of, and authorization for the mayor to execute, FDEP SRF Disbursement #11 which includes J&H Waterstop Pay Request #4 (SSES) in the amount of \$137,536.85 (\$0.00 applicable to original contract, \$11,988.00 applicable to Change Order #1, \$125,548.85 applicable to Change Order #2) which brings the total payments to \$294,376.31 out of \$745,933.72 and payment of Mittauer and Associates Invoice # 18186 in the amount of \$289,500.00 which brings the total payments to \$1,257,150 out of \$1,428,550.**
8. **Council acceptance of LDR Interpretation 2018-02, related to 50 ft. lots of record in the R-1 zoning category.**
9. **City Council approval of Resolution No. R-09-2018 (see attachment marked Exhibit "E"), a Resolution amending Section 8.17 (a) of the Green Cove Springs Personnel Policies & Procedures Manual.**

10. **City Council approval of the Principal Planner Job Description and Inclusion in FY 2017-2018 Pay Plan and Table of Authorized Positions within the Development Services Department.**
11. **System Average Interruption Duration Index (SAIDI) for the Period October 2016 - September 2017.**

Council Member Royal pulled Consent Agenda Item Nos. 6 and 11 for discussion. Mayor Timberlake pulled Consent Item No. 8 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE CONSENT AGENDA ITEM NOS. 1, 2, 3, 4, 5, 7, 9, AND 10 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. 6 – Council Member Royal advised that he would recuse himself from the vote due to his business relationship with Mr. Hartwig.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE CONSENT AGENDA ITEM NO. 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, CONSTANCE W. BUTLER, AND ROY M. TIMBERLAKE, JR., MAYOR. NAYS – NONE. RECUSED - B. VAN ROYAL (SEE ATTACHMENT MARKED EXHIBIT “F”).

Consent Agenda Item No. 8 – Mayor Timberlake advised that he had Blue Cards from members of the audience who wished to comment on this item. He recognized the following for comments:

1. Bob Lewis, 426 Myrtle Avenue, Green Cove Springs, who expressed his opposition and requested the City Council to vote “No” or table this item for further investigation.
2. Gregory Rivera, 102 Lewis Drive, Green Cove Springs, who expressed his opposition and requested the City Council to vote “No” or table this item for further investigation.
3. Joann Blake, 103 Lewis Drive, Green Cove Springs, who expressed her opposition and requested the City Council to vote “No” or table this item for further investigation.
4. Frank Zimdahl, 501 Myrtle Avenue, Green Cove Springs, who expressed his opposition and requested the City Council to vote “No” or table this item for further investigation.

Discussion ensued with the City Council regarding LDR Interpretation 2018-02 related to 50 ft. lots of record in the R-1 zoning category for Lewis Manor as presented by Ms. Fleet.

Council Member Lewis expressed her strong opposition to this issue. She requested this item be tabled to allow for the City Attorney and Staff to conduct further research. She further advised that she would recuse herself from any vote on this item as she lived in the neighborhood. Mr. Arnold clarified that anyone wishing to build would have to comply with the R-1 zoning category requirements.

After further discussion with the City Council, Mayor Timberlake requested this item be tabled for further research by City Staff on this item, and to bring it back on the May 15th Agenda.

Consent Agenda Item No. 11 – In response to Council Member Royal’s inquiry, Ms. Judd explained that Hooper was working very hard and, although outages continued to plague the electric system, great strides had been made since they had started with the City. She believed as the outgoing City Manager that this was one of the hardest things she has had to fix. The approval of the issuance of the Electric Utility Revenue Note in the amount of \$10,700,000 would also further the improvements and reliability of the electric system.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO (1) AUTHORIZE [INCENTIVE] PAYMENT OF \$95,000; (2) DIRECT REVISION TO SECTION 13 IN THE CONTRACT THAT OUTLINES NEW PERFORMANCE MEASUREMENTS; AND (3) REPORT BACK WITH AMENDMENTS TO THE CONTRACT WITHIN SIXTY (60) DAYS. 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.

COUNCIL BUSINESS

Mayor Timberlake announced that Council Business Item No. 3 would be addressed first.

- 5. Approval of Resolution No. R-08-2018, a Resolution authorizing the issuance of its Electric Utility Revenue Note, Series 2018 in the principal amount of \$10,700,000 for the purpose of financing the costs of certain capital projects for improvements to the City’s electric system, and to pay associated transactional costs. *Marlena Guthrie, Danielle J. Judd***

Discussion ensued with the City Council regarding approval of Resolution No. R-08-2018, (see attachment marked Exhibit “G”), a Resolution authorizing the issuance of its Electric Utility Revenue Note, Series 2018 in the principal amount of \$10,700,000 for the purpose of financing the costs of certain capital projects for improvements to the City’s electric system, and to pay associated transactional costs as presented by Ms. Guthrie and Ms. Judd.

Ms. Guthrie introduced Jeremy Breath, Bryant Miller Olive, Jeremy Niedfeldt, Public Financial Management, and Garry Lubi, CenterState Bank.

A MOTION WAS MADE BY VICE MAYOR BUTLER TO APPROVE RESOLUTION NO. R-08-2018, A RESOLUTION AUTHORIZING THE ISSUANCE OF ITS ELECTRIC UTILITY REVENUE NOTE, SERIES 2018 IN THE PRINCIPAL AMOUNT OF \$10,700,000 FOR THE PURPOSE OF FINANCING THE COSTS OF CERTAIN CAPITAL PROJECTS FOR IMPROVEMENTS TO THE CITY'S ELECTRIC SYSTEM, AND TO PAY ASSOCIATED TRANSACTIONAL COSTS. 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.

1. Presentation – North Florida TPO Improvement Program for Fiscal Years 2018/2019 through 2022/2023. *Wanda Forrest, Janis Fleet*

Discussion ensued with the City Council regarding the North Florida TPO Improvement Program for Fiscal Years 2018/2019 through 2022/2023 for Green Cove Springs and Clay County as presented by Ms. Forrest via a PowerPoint presentation.

Upcoming projects included:

- Continued construction of the First Coast Expressway;
- Resurfacing of U.S. 17 from Black Creek to Water Oak Lane;
- Sidewalks on U.S. 17 at Governor's Creek Bridge; and
- Palmetto Avenue/M.L.K./Vera Francis Hall Park Nature Preserve and Trail.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ACCEPT THE REPORT. 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.

2. FMPA Report - April 2018. *Bob Page*

Discussion ensued with the City Council regarding the FMPA Report for April 2018 as presented by Mr. Page. Mr. Page also reported the recent passing of Mark Larson, FMPA's AGM and CFO.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO ACCEPT THE REPORT. 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. **Approval of Resolution No. R-08-2018, a Resolution authorizing the issuance of its Electric Utility Revenue Note, Series 2018 in the principal amount of \$10,700,000 for the purpose of financing the costs of certain capital projects for improvements to the City's electric system, and to pay associated transactional costs. *Marlena Guthrie, Danielle J. Judd***

See above.

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.

Mayor Timberlake requested the City Council to contact the School Board Members, the Sheriff's Office, and Commissioner Mike Cella regarding School Resource Officers being provided by the Green Cove Springs Police Department.

DUE TO THE UPCOMING SCHOOL BOARD MEETING ON THURSDAY, AN EMERGENCY MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO DIRECT THE CITY MANAGER TO TALK TO THE SUPERINTENDENT OF THE SCHOOLS AS WELL AS THE SHERIFF REGARDING THE SCHOOL RESOURCE OFFICERS. THE MOTION WAS SECONDED BY VICE MAY 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.

Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 9:22 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Roy M. Timberlake, Jr., Mayor

Attest:

Julia W. Clevinger, CMC, City Clerk