

**MINUTES OF THE JUNE 5, 2018 REGULAR SESSION  
GREEN COVE SPRINGS CITY COUNCIL**

---

**Call to Order**

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, June 5, 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:**

Pamela J. Lewis  
B. Van Royal  
Steven R. Kelley, Vice Mayor  
Constance W. Butler, Mayor

**COUNCIL MEMBERS ABSENT:**

Roy M. Timberlake, Jr.

**STAFF MEMBERS PRESENT:**

Angel Alicea, Network Administrator  
L. J. Arnold, III, City Attorney  
Derek Asdot, Chief of Police  
John Cioffi, Building Insp./Int. Dev. Svcs. Dir.  
Julia W. Clevinger, City Clerk  
Janis Fleet, Principal Planner  
Marlena Guthrie, Finance Director  
Danielle J. Judd, City Manager  
Mary Jane Lundy, Personnel Director  
Tiffanie Reynolds, Comm. Coordinator  
Scott Schultz, Asst. Water Utilities Director  
Kimberly Thomas, Exec. Asst. to the City Mgr.  
Steve Thomas, Asst. Public Works Director

**STAFF MEMBERS ABSENT:**

Mike Null, Asst. City Mgr. / Public Works Dir.

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

Mayor Butler recognized the following for comments:

1. Ed Gaw, 1 Elmore Street, Green Cove Springs, who gave an update on the Food Truck Friday event scheduled for Friday, June 8<sup>th</sup>.

## CONSENT AGENDA

1. **City Council approval of the renewal of the FDOT State Highway System Lighting, Maintenance, and Compensation Agreement, Contract No. AN491, for S.R. 15 (U.S. Hwy. 17) and S.R. 16 East and West, for the period of July 1, 2018 through June 30, 2019 in the amount of \$30,549.96.**
2. **City Council acceptance of the Monthly Legal Report for Spring Park Project - May 2018. Total Legal Services are \$60,808.64.**
3. **City Council approval of a Beach Volleyball Court in Spring Park and authorization of associated expenditures in the amount of \$1,348.79.**
4. **City Council approval of the Grant Agreement for a Land and Water Conservation Fund (LWCF) Grant for Improvements to Spring Park and Authorize the Mayor to Sign the Grant Agreement in the Amount of \$400,000, with \$200,000 of Grant Funds to be Matched with \$200,000 of City Funds.**
5. **City Council approval to add the repairs to the wastewater collection system described in this staff report in the amount of \$30,850.00 (increasing the total amount of the J&H Waterstop contract up to \$776,783.72) to SRF Loan Agreement WW 100401. Whether approved or not by FDEP the repairs need to be completed, requiring City Council approval of Change Order #3 to the J&H Waterstop SSES Contract in the amount of \$30,850.00, and authorizing the mayor to execute all associated documentation.**
6. **City Council approval of the drinking water Annual Water Quality Report and authorization to distribute in customer bills.**
7. **City Council approval of Resolution No. R-12-2018 as well as an Agreement for Subordination of City Utility Interests for Properties and Easements impacted by the First Coast Expressway.**
8. **City Council approval of, and authorization for the mayor to execute, FDEP SRF Disbursement #12 which includes J&H Waterstop Pay Request #5 (SSES) in the amount of \$113,215.21 which brings the total payments to \$407,591.52 out of \$745,933.72 and payment of Mittauer and Associates Invoice # 18227 in the amount of \$171,400.00 which brings the total payments to \$1,428,550 out of \$1,428,550.**
9. **City Council approval of a request by Bonnie Sprinkle with the Friends of the Library to insert a flyer in the utility bills for the 2018 Summer Youth Activities, and to waive the printing fees in the amount of \$299.80.**
10. **City Council ratification of the emergency purchase of a Nova recloser in the amount of \$18,710.00, approval for expenditure of funds to purchase two additional Nova reclosers in the amount of \$37,420.00, and approval for expenditure of funds to purchase a Falcon recloser in the amount of \$10,920.00 for a total amount of \$67,050.00.**
11. **City Council approval of additional street closures and placement of food trucks on Walnut Street for the Food Truck Friday events to be held on June 8th, July 13th, August 10th, and September 17th. (Scrivener's error – should be September 7<sup>th</sup>)**

Council Members Lewis and Kelley and Mayor Butler pulled Consent Agenda Item Nos. 3, 4, and 5 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO APPROVE CONSENT AGENDA ITEMS 1, 2, 6, 7, 8, 9, 10, AND 11 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 PAMELA J. LEWIS, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**Consent Agenda Item No. 3** – Council Member Lewis commended City Staff for the volleyball idea for Spring Park.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE [CONSENT AGENDA ITEM NO. 3]. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**Consent Agenda Item No. 4** – In response to Council Member Kelley’s inquiry, Ms. Fleet provided an update on the elements for the grant for Spring Park. He and the City Council thanked Ms. Fleet for her hard work on acquiring this grant for the City.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO APPROVE CONSENT AGENDA ITEM NO. 4. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**Consent Agenda Item No. 5** – In response to Mayor Butler’s inquiry, Mr. Schultz gave an update on the expenses added to the SRF Loan for repairs to the wastewater collection system.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE CONSENT AGENDA ITEM NO. 5. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

## COUNCIL BUSINESS

### 1. **FMPA Report - May 2018. *Bob Page***

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

**2. City Council designation of Voting Delegate and Resolution Information for the 92nd Annual Florida League of Cities Conference in Orlando, Florida on August 15-18, 2018. (Scrivener's error – should be Hollywood, Florida) –*Julia W. Clevinger***

Discussion ensued with the City Council regarding the designation of a Voting Delegate and Resolutions for the 92<sup>nd</sup> Annual Florida League of Cities Conference in Hollywood, Florida on August 16-18, 2018 as presented by Ms. Clevinger.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPOINT MAYOR BUTLER [AS THE VOTING DELEGATE FOR THE 92ND ANNUAL FLORIDA LEAGUE OF CITIES CONFERENCE IN HOLLYWOOD, FLORIDA ON AUGUST 15-18, 2018]. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

In response to Council Member Lewis's comment, the City Council directed the City Clerk to re-draft the 2017 Resolution designating the St. Johns River as a Maritime Highway. In addition, the City Clerk and City Attorney were requested to draft a Resolution in support of Home Rule.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE A RESOLUTION FOR THE MATRITIME HIGHWAY AGAIN AND FOR OUR CITY CLERK AND OUR CITY ATTORNEY TO DRAFT SOME KIND OF SUPPORT RESOLUTION FOR HOME RULE. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**3. City Council approval of the recommendation of EvoGov for the City website redesign. *Tiffanie Reynolds***

Discussion ensued with the City Council regarding approval of the recommendation of EvoGov for the City website redesign as presented by Ms. Reynolds. Vice Mayor requested that Ms. Reynolds re-confirm with the vendor that the Park Reservation feature was indeed included and would be operational by the summer. Ms. Reynolds answered additional questions for the City Council. Mr. Arnold made note of a few typographical errors in the Contract to be corrected.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO ACCEPT STAFF'S RECOMMENDATION AND CITY COUNCIL APPROVAL OF THE RECOMMENDATION OF EVOGOV FOR THE CITY WEBSITE REDESIGN. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**4. City Council review of the Draft Economic Development Element to the City's Comprehensive Plan. *Janis Fleet***

Discussion ensued with the City Council regarding review of the Draft Economic Development Element to the City's Comprehensive Plan as presented by Ms. Fleet.

Upon further discussion, the City Council agreed that Policy 1.2.3 should be removed. A language change 1.2.4 (to become 1.2.3) would be made as follows:

“Continue support of Clay Port/Reynolds Park and Clay County EDC to market the Port consistent with the Mixed Use Reynolds Park (MURP) policies included with the Future Land Use Element.”

Ms. Judd believed that this Element should be added to the Comprehensive Plan in order for the City to once again become eligible for CDBG Economic Development Grant funding.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE PROPOSED SCHEDULE FOR ADOPTION WITH CHANGES TO THE ECONOMIC DEVELOPMENT ELEMENT TO MEET GRANT REQUIREMENTS. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**5. City Council approval of an Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs, Florida; and the Green Cove Springs Police Department to fund the placement of two (2) School Resource Officer Positions within Charles E. Bennett Elementary School and Green Cove Springs Junior High School in the amount of \$143,534.00. *Derek Asdot***

Discussion ensued with the City Council regarding approval of an Interlocal Agreement between the School Board of Clay County, Florida; City of Green Cove Springs, Florida; and the Green Cove Springs Police Department to fund the placement of two (2) School Resource Officer Positions within Charles E. Bennett Elementary School and Green Cove Springs Junior High School in the amount of \$143,534.00 as presented by Chief Asdot and

Ms. Judd. Bannerman Learning Center was a regional school and would continue to be manned by the Clay County Sheriff's Office.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO THE INTERLOCAL AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, CITY OF GREEN COVE SPRINGS, AND THE GREEN COVE SPRINGS POLICE DEPARTMENT FOR PLACEMENT OF TWO (2) SCHOOL RESOURCE OFFICER POSITIONS WITHIN CHARLES E. BENNETT ELEMENTARY SCHOOL AND THE GREEN COVE SPRINGS JUNIOR HIGH SCHOOL IN THE AMOUNT OF \$143,534.00; AND AUTHORIZE TWO ADDITIONAL FTES DURING FY 2018 FOR THE GCSPD. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

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

**a. RiverFest – 2018. *Danielle J. Judd***

Mr. Arnold gave an update on the following:

1. The lawsuit against the City by Core Construction;
2. The claim on the water main break at the intersection of U.S. Highway 17 and S.R. 16; and
3. The progress of the Lots of Record issue and its effect on the City Code currently under review by MuniCode for the Recodification project.

Ms. Judd gave an update on the cancellation of the Memorial Day RiverFest due to severe weather conditions. Upon further discussion, it was agreed upon by the City Council to convey to Zambelli to change the rain date to October during the CalaVida Arts Festival for the fireworks. It was also suggested that a special ceremony of recognition be scheduled on Veterans Day, November 11<sup>th</sup>, or Saturday, November 10<sup>th</sup>. Ms. Thomas would check with the Dreamland Squadron to see if they would be available for a flyover. Council Member Royal suggested bands and a cook-out be held in Spring Park after the ceremony.

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO DO A VETERANS CEREMONY ON 11/10 AT 10 AM; HAVE A COOK-OUT AFTERWARDS FOR VETERANS AND FAMILIES; AND ALSO HAVE THE FIREWORKS VENDOR DO THE FIREWORKS FOR CALAVIDA ON OCTOBER 13<sup>TH</sup>. 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 PAMELA J. LEWIS, B. VAN ROYAL, STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

Ms. Judd also reminded the same corporate sponsors from the Memorial Day RiverFest would be recognized.

Chief Asdot gave an update on the FDLE Uniform Crime Reports which documented the lowest crime rates in Green Cove Springs and a drop of 26.4% from the past year in total crime.

Ms. Judd tasked Ms. Reynolds with coordinating the bucket trucks and other City vehicles to be available at the Library Book Reading event on June 15<sup>th</sup>.

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

**Adjournment.**

There being no further business to come before the City Council, the meeting was adjourned at 9:13 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

---

Constance W. Butler, Mayor

Attest:

---

Julia W. Clevinger, CMC, City Clerk