

**MINUTES OF THE JULY 10, 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, July 10, 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, Cornerstone Church of 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
Roy M. Timberlake, Jr.
Steven Kelley, Vice-Mayor
Constance W. Butler, Mayor

L. J. Arnold, III, City Attorney
Derek Asdot, Chief of Police
John Cioffi, Building Official / D. S. Dir.
Kimberly Thomas, Interim City Clerk
Marlena Guthrie, Finance Director
Danielle J. Judd, City Manager
Mary Jane Lundy, Personnel Director
Mike Null, Asst. City Mgr. / Public Works Dir.
Tiffanie Reynolds, Comm. Coordinator

STAFF MEMBERS PRESENT:

AWARDS AND RECOGNITION

1. Recognition – Kimberley Farnsworth Employee of the Third Quarter for 2018.

Mayor Butler and the City Council presented a Plaque of Appreciation to Kimberley Farnsworth for going the extra mile in her service as Building Assistant in the Development Services Department.

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

CONSENT AGENDA

1. City Council approval of the Minutes from the Regular Session on June 5, 2018 and Special Session on June 16, 2018.
2. City Council acceptance of the Monthly Legal Report for Spring Park Project June 2018. Total Legal Services are \$63,836.39.
3. City Council approval of the 2018 Memorial Day After-Action Report.

4. City Council approval for reimbursement in the amount of \$4,797.50 to Commercial Industrial Contractors for additional work on the North Grid Reclaimed Water Main and Clay County Utility Authority Interconnect projects.
5. Donation of the two (2) Tomberlin Golf Carts from the Police Department to Northeast Florida Camp Cadet. The Tomberlin Golf Carts are 2008 models which served the Police Department well but were replaced this year. These carts would be a great help to the Northeast Florida Camp Cadet staff. These two (2) Tomberlin Carts upon approval will be added to the Surplus List so they will be removed from the Police Department's fixed asset list upon approval.
6. City Council approval to declare items listed on Exhibit "A" (Misc.) as surplus and to dispose of accordingly.
7. Approval for Lieutenant Guzman, Lieutenant Hines, Detective Luedtke and Detective Lazo to attend the Criminal Justice Standards and training Commission Officer Discipline Course. This course is from July 30 to August 2nd and will be hosted at the Sawgrass Marriott. Sergeant Perry will attend the Florida Law Enforcement Florida Leadership Academy which will be hosted at the St. Johns River State College St. Augustine Campus.
8. City Council approval of, and authorization for the mayor to execute FDEP SRF Disbursement #13 which includes J&H Waterstop Change Order #4 in the deductive amount of \$89,784.15, J&H Waterstop Pay Request #6 (SSES) in the amount of \$279,408.05 which brings the total payments to \$686,999.57 out of \$686,999.57, and brings closure to the SRF Design, Permitting and Special Studies loan.
9. City Council approval of Amendment 1 to Bid 111607 for Tree Trimming & Removal Services with Taylor Tree Services, Inc.
10. City Council approval for the migration of City email from GMAIL to Office 365 for Governments at the initial cost of \$23,291.00 to LiftOff, LLC.
11. City Council approval of 201800518, a Gateway Corridor and Central Business District Matching Grant Application for a Dumpster Enclosure for the property located at 710 N Orange Avenue for Rusty Chaney.
12. City Council approval to purchase concrete utility poles for the County Road 209 storm rehabilitation and electrical hardening project from Anixter in the amount of \$17,940.00.
13. Interlocal Agreement for Building Inspection and Plan Review Services with Clay County.
14. City Council approval of 201800581, a Gateway Corridor and Central Business District Matching Grant Application for two Signs for the property located at 206 S Orange Ave for Deandrea Ferguson, Charlie's Southern Bistro.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE CONSENT AGENDA ITEM NOS. 1 THROUGH 14 AS LISTED ABOVE. THE MOTION WAS SECONDED BY VICE - MAYOR 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

COUNCIL BUSINESS

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

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

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE JUNE 2018 FMPA REPORT. 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.

2. **City Council review and approval of a site development plan for renovation and expansion of the Clay Theatre. *Mike Null***

Discussion ensued with the City Council regarding a site development plan for renovation and expansion of the Clay Theatre. City Council directed staff to come back with a Parking Plan Agreement executed by Clay Theatre.

Council Member Royal recused himself from voting.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE A SITE DEVELOPMENT PLAN FOR RENOVATION AND EXPANSION OF THE CLAY THEATRE WITH THE FOLLOWING CONDITIONS: 1. A SHARED PARKING PLAN AGREEMENT TO BE EXECUTED BY CLAY THEATRE AND IN THE FORM APPROVED BY CITY ATTORNEY ARNOLD AND RECORDED IN PUBLIC RECORD FOR COMPLIANCE MEASURES, 2. ISSUANCE OF A BUILDING PERMIT. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

Mayor Butler recognized Jack Cloud of 610 St. Johns Avenue, Green Cove Springs, who requested clarification for Council Member Royal's request to recuse himself from voting on the Site Plan Approval. Council Member Royal explained his conflict of interest.

3. **City Council consider adoption of Resolution No. R-16-2018, a Resolution estimating the cost of Stormwater Management Services provided by the City, determining certain tax parcels will be benefited thereby and related issues, including setting a Public Hearing for Final Proposed Stormwater Service Assessments. *Marlena Guthrie, L.J. Arnold, III***

Discussion ensued with the City Council regarding estimating the cost of Stormwater Management Services provided by the City, determining certain tax parcels will be benefited thereby and related issues, including setting a Public Hearing for Final Proposed Stormwater Service Assessments.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-16-2018, A RESOLUTION ESTIMATING THE COST OF STORMWATER MANAGEMENT SERVICES PROVIDED BY THE CITY, DETERMINING CERTAIN TAX PARCELS, AND SETTING A PUBLIC HEARING FOR SEPTEMBER 4, 2018 AT 7:00 P.M. 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.

4. **City Council consider adoption of Resolution No. R-17-2018, a Resolution relating to collection of Solid Waste and Recyclable Material within the Magnolia West Subdivision and related issues, including setting a Public Hearing for Final Proposed Solid Waste Service Assessments. *Marlena Guthrie, L.J. Arnold, III***

Discussion ensued with the City Council regarding collection of Solid Waste and Recyclable Material within the Magnolia West Subdivision and related issues, including setting a Public Hearing for Final Proposed Solid Waste Service Assessments.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE ADOPTING RESOLUTION NO. R-17-2018 RELATING TO COLLECTION OF SOLID WASTE AND RECYCLABLE MATERIAL WITHIN THE MAGNOLIA WEST SUBDIVISION AND RELATED ISSUES, INCLUDING SETTING A PUBLIC HEARING FOR SEPTEMBER 4, 2018 AT 7:00 P.M. THE MOTION WAS SECONDED BY VICE-MAYOR 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

5. **City Council establishes hearing dates for the first and final hearings to adopt the City of Green Cove Springs Operating Budget and Five Year Capital Improvement Plan for FY 2018/2019. *Marlena Guthrie***

Discussion ensued with the City Council regarding establishing hearing dates for the first and final hearings to adopt the City of Green Cove Springs Operating Budget and Five Year Capital Improvement Plan for FY 2018/2019.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO SET SEPTEMBER 4, 2018 AT 7:00PM FOR THE TENTATIVE FIRST HEARING DATE

AND SEPTEMBER 18, 2018 AT 7:00PM AS THE FINAL HEARING DATE TO ADOPT THE CITY OF GREEN COVE SPRINGS OPERATING BUDGET AND FIVE YEAR CAPITAL IMPROVEMENT PLAN FOR FY 2018/2019. THE MOTION WAS SECONDED BY VICE-MAYOR 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

6. **City Council approval of Additional Funding for Outside Counsel Brenna Durden to further assist the City in Annexations as directed by the City Council. *Danielle J. Judd, L. J. Arnold, III***

Discussion ensued with the City Council regarding approval of Additional Funding for Outside Counsel Brenna Durden to further assist the City in Annexations as directed by the City Council.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE NOT-TO-EXCEED SUM OF \$27,000 FOR LEWIS LONGMAN & WALKER TO ASSIST THE CITY WITH ONGOING ANNEXATION, AND FOR STAFF TO REPORT PROGRESS ON A MONTHLY BASIS. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – B. VAN ROYAL

City Manager Judd agreed to report progress to Council on monthly basis.

7. **City Council approval of Magnolia Point Tri-Party Reuse Agreement - City of Green Cove Springs, Magnolia Point Investments, LLC and Magnolia Point Community Association, Inc. covering the period April 24, 2018 - April 23, 2023. *Danielle J. Judd, L. J. Arnold, III***

Discussion ensued with the City Council regarding approval of Magnolia Point Tri-Party Reuse Agreement - City of Green Cove Springs, Magnolia Point Investments, LLC and Magnolia Point Community Association, Inc. covering the period April 24, 2018 - April 23, 2023.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT BETWEEN CITY OF GREEN COVE SPRINGS, MAGNOLIA POINT INVESTMENTS, LLC AND MAGNOLIA COMMUNITY ASSOCIATION, INC. COVERING THE PERIOD APRIL 24, 2018 - APRIL 23, 2023 FOR REUSE DISTRIBUTION TO THE MAGNOLIA POINT GOLF COURSE. 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.

S.A.1. City Council approval of Payment #10 / Final Invoice #18281 in the amount of \$5,000.00 (bringing the total payments to \$50,000 out of \$50,000) to Mittauer and Associates for development of the Water Master Plan.

Discussion ensued with the City Council regarding approval of Payment #10 / Final Invoice #18281 in the amount of \$5,000.00 (bringing the total payments to \$50,000 out of \$50,000) to Mittauer and Associates for development of the Water Master Plan.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO AUTHORIZE PAYMENT #10 / FINAL INVOICE #18281 IN THE AMOUNT OF \$5,000.00 TO MITTAUER AND ASSOCIATES FOR DEVELOPMENT OF THE WATER MASTER PLAN. 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.

S.A.2. City Council approve Engagement of Causseaux Hewett Walpole (CHW) to perform Interim Planning and Development Review Services. *Danielle J. Judd*

Discussion ensued with the City Council regarding approval of engagement of Causseaux Hewett Walpole (CHW) to perform Interim Planning and Development Review Services.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO AUTHORIZE ENGAGEMENT OF CHW TO PERFORM INTERIM PLANNING AND DEVELOPMENT REVIEW SERVICES FOR THE PERIOD OF JULY 12 THROUGH SEPTEMBER 30, 2018, FOR A NOT-TO-EXCEED AMOUNT OF \$22,000. 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.

Council Member Royal stated he would like to also utilize CHW for other projects while under contract.

8. 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.

9. City Council Reports and/or Correspondence.

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

Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 8:22 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Constance W. Butler, Mayor

Attest:

Kimberly Thomas, Interim City Clerk