

**MINUTES OF THE SEPTEMBER 04, 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, September 04, 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 Council Member Mitch Timberlake, Green Cove Springs, followed by the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call**

**COUNCIL MEMBERS PRESENT:**

Pamela J. Lewis  
Roy M. Timberlake, Jr.  
Steven Kelley, Vice Mayor  
Constance W. Butler, Mayor

**STAFF MEMBERS PRESENT:**

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

**COUNCIL MEMBER ABSENT:** Van Royal

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

Ed Gaw, 1 Elmore Street, Green Cove Springs presented request to relocate Food Truck Friday to Spring Park due to Clay Theatre expanding into the vacant lot currently being used to house the event. Mr. Arnold was asked to look into ordinance change if needed to serve alcohol in the park for this event only, if approved. Council agreed to move the location for the October 6, 2018 event on a trial basis and come back on November meeting to discuss on a permanent basis.

Mary Mangus, 900 N. Pine Avenue, Green Cove Springs presented a damage claim that was denied by City Insurance. Ms. Mangus stated many appliances were destroyed due to power surges and requested the City replace the appliances. She requested Council have staff look into the claim again. Mr. Arnold stated he would speak with the adjustor.

## AWARDS AND RECOGNITIONS

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE PROCLAMATION HONORING PATRIOT'S DAY. THE MOTION WAS SECONDED BY COUNCIL MEMBER TIMBERLAKE. 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.

Chief Asdot was presented the Patriot's Day Proclamation.

## PUBLIC HEARINGS

1. **First Public Hearing and approval of Resolution No. R-19-2018 adopting the Tentative Millage Rate for Fiscal Year 2018/2019 and set September 18, 2018 at 7:00 p.m. as the final hearing date. *Marlena Guthrie, Danielle J. Judd***

Ms. Guthrie advised that the current year proposed millage was 3.6000 mils and is an increase of 6.90% of the rolled back rate of 3.3676. The 3.6000 millage rate will generate \$1,607,046 or \$172,617 more than the 2018 Ad Valorem revenue. The proposed Budget for FY 2018/2019 reflects the Ad Valorem revenue at 97% of the \$1,607,046 proceeds, which is \$1,558,835 as shown in the proposed Budget.

Mayor Butler opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-19-2018 AND TENTATIVELY ADOPT THE MILLAGE RATE OF 3.6000, A 6.90% INCREASE OVER THE ROLL BACK RATE, FOR FISCAL YEAR 2018/2019 AND SET SEPTEMBER 18, 2018 AT 7:00 P.M. AS THE FINAL PUBLIC HEARING ON THE MILLAGE RATE. 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.

2. **First Public Hearing on the Fiscal Year 2018/2019 Annual Operating Budget and approval of Resolution No. R-20-2018 adopting the Tentative Annual Operating Budget for Fiscal Year 2018/2019 and set September 18, 2018 at 7:00 p.m. as the final hearing date. *Marlena Guthrie, Danielle J. Judd***

First Public Hearing on the Fiscal Year 2018/2019 Annual Operating Budget and approval of Resolution No. R-20-2018 adopting the Tentative Annual Operating

Budget for Fiscal Year 2018/2019 and set September 18, 2018 at 7:00 p.m. as the final hearing date. Marlena Guthrie, Danielle J. Judd

Mayor Timberlake opened the Public Hearing. Ms. Guthrie advised that the total proposed operating budget for the City of Green Cove Springs for Fiscal Year 2019 is \$39,390,492 which is \$5,950,777 more than Fiscal Year 2018. The attached Exhibit 'A' – "Budget Summary - all Funds" to Resolution No. R-20-2018 reflects the original budget as presented on July 24, 2018. However, we have had 4 subsequent budget meetings that resulted in recommendations for adjustments totaling \$240,351, as of August 21, 2018 that decreased the total budget to \$39,150,141. Ms. Guthrie advised that should the City Council enact these changes, the Operating Budget would become \$39,150,141 as shown on Exhibit "B" and the Resolution would be amended accordingly to meet Council actions. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-20-2018 AND TENTATIVELY ADOPT THE OPERATING BUDGET FOR FY 2018/2019 AND TO SET SEPTEMBER 18, 2018 AT 7:00 P.M. AS THE FINAL HEARING DATE. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**3. First Public Hearing on the Five Year Capital Improvement Plan for Fiscal Year 2019/2023 and approval of Resolution No. R-21-2018 adopting the Tentative Capital Improvement Plan for Fiscal Year 2019/2023. *Marlena Guthrie, Danielle J. Judd***

The total proposed Capital Improvement Plan for the City of Green Cove Springs for the Fiscal Year 2019 is \$13,652,742. However, we have had 4 subsequent budget meetings that resulted in recommendations for adjustments totaling \$62,000, as of August 21, 2018 in the General Fund that decreased the total General Fund Capital Improvement Plan to \$3,704,315 and adjustments totaling \$510,000, as of August 21, 2018 in the Utility Fund portion that decreased the total Utility Fund Capital Improvement Plan to \$9,376,427. Should the Council enact the recommendations, then the total Capital Improvement Plan would become \$13,080,742 and the Resolution would be amended accordingly to meet Council actions.

Mayor Butler opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-21-2018 AND TENTATIVELY ADOPT THE 5-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2019/2023 AND SET SEPTEMBER 18, 2018 AT 7:00 P.M. AS THE FINAL HEARING ON THE CAPITAL

IMPROVEMENT PLAN. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**4. Public Hearing and approval of Final Assessment Resolution No. R-22-2018, a Resolution relating to the re-imposition of Stormwater Management Service Assessments against real property within the City of Green Cove Springs; Approving the Stormwater Assessment Roll; and Confirming the Initial Assessment Resolution. *L. J. Arnold, III, Danielle J. Judd***

The City should collect more from these assessments than has been the case with billing each parcel owner in the City on a monthly basis. \$171,000 is budgeted in FY 2019 for these revenues that includes assessments and tax exempt billings. However, this Public Hearing is for special assessment collections only.

Mayor Butler opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-21-2018 AND TENTATIVELY ADOPT THE 5-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2019/2023 AND SET SEPTEMBER 18, 2018 AT 7:00 P.M. AS THE FINAL HEARING ON THE CAPITAL IMPROVEMENT PLAN. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

**5. Public Hearing and approval of Final Assessment Resolution No. R-23-2018, a Resolution relating to the re-imposition of Solid Waste Service Assessments in the Magnolia West Assessment Area, Approving the Solid Waste Assessment Roll; and Confirming the Initial Assessment Resolution. *L. J. Arnold, III, Danielle J. Judd***

The City should collect all of the solid waste service assessments within Magnolia West. This method of collection will ensure that all homes pay for their monthly solid waste services on a yearly basis.

Mayor Butler opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE RESOLUTION NO. R-23-2018 A RESOLUTION RELATING TO THE RE-IMPOSITION OF SOLID WASTE SERVICE ASSESSMENTS IN MAGNOLIA WEST ASSESSMENT AREA, APPROVING THE SOLID WASTE ASSESSMENT ROLL; AND CONFIRMING THE INITIAL ASSESSMENT RESOLUTION SUBJECT TO CITY MANAGER AND CITY ATTORNEY REVIEW ON AGREEMENT WORDING. 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.

**6. Second and Final Reading of Ordinance No. O-04-2018, an Ordinance declaring City real property known as the Old Fire Station on Roderico Avenue to be surplus and authorizing the sale of said property. *L. J. Arnold, III***

Mr. Arnold read the title of Ordinance No. O-04-2018 into the record as follows:

AN ORDINANCE OF THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA AUTHORIZING THE SALE OF CITY REAL PROPERTY ON RODERICO AVENUE, GENERALLY KNOWN AT THE OLD FIRE STATION; PROVIDING FOR METHODS OF SALE; DECLARING SAID PROPERTY TO BE SURPLUS; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

Mayor Butler opened the Public Hearing. The being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE ORDINANCE NO. O-04-2018 SECOND AND FINAL READING. 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.

Discussion followed about rezoning and various way to advertise the property. It was decided to bring back for discussion on the September 18<sup>th</sup> agenda.

**CONSENT AGENDA**

- 1. City Council approval of funding to purchase eight 100kVa padmount electric transformers for inventory replacement to Central Maloney in the amount of \$32,845.92 per FMPA Specification 400 04186.**

- 2. City Council approve the Professional Engineering Services Agreement renewal for FY 18/19 with CHP, Inc.**
- 3. City Council acceptance of the Monthly Legal Report for Spring Park Project August 2018. Total Legal Services are \$74,910.14.**
- 4. City Council acceptance of the Monthly Legal Report for Annexation August 2018. Total Legal Services are \$24,170.50.**
- 5. City Council approval of the Professional Services Agreement with Auld & White Constructors LLC for Construction Management Services, for the Public Works Administration Building Construction Project.**
- 6. City Council approval and authorization for the City Manager to execute a Task Authorization with Mittauer & Associates to update the 2016 Rate Study for the Water Utilities in the amount of \$12,500.00.**
- 7. City Council ratification of the purchase of concrete utility poles for the County Road 209 storm rehabilitation and electrical hardening project from Gresco / Valmont in the amount of \$21,745.00.**
- 8. Approval of the City of Green Cove Springs Pay Plan revisions effective October 1, 2018 corresponding with the approved position classifications for FY 20182019.**
- 9. City Council Approval of a purchase order to Hooper Corporation in the amount of \$98,600 to reconstruct overhead power lines on Pine Ave and Cypress Ave as part of the \$10.7 Million Electric Loan.**
- 10. Approval of a Utility Work Agreement with FDOT for Electric infrastructure relocation work associated with the construction of the First Coast Expressway and approve Resolution R242018, authorizing the Mayor to execute same.**

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE CONSENT AGENDA ITEM NOS. 1 THROUGH 10 AS LISTED ABOVE WITH THE EXCEPTION OF ITEMS NO. 3 AND 5. 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.

**Consent Agenda Item No. 5** – Due to an extremely busy workload, City Attorney Arnold requested more time to review agreement but was good with approving item with the ability to make minor changes if needed.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE CONSENT AGENDA ITEM NO. 5 SUBJECT TO CITY ATTORNEY REVIEW. 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.

**Consent Agenda Item No. 3** – Mayor Butler requested timing of an invoice clarification on a Spring Park Invoice. Ms. Guthrie explained, and the motion moved forward.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE CONSENT AGENDA ITEM NO. 3. 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.

Buck Smoake, Auld & White Constructors LLC 109 Nocatee Drive, Ponte Vedra, FL 32081 spoke with Council briefly thanking them for the opportunity to manage the new Public Works Administration Building Construction Project.

### **COUNCIL BUSINESS**

1. First Reading of Ordinance No. O-05-2018, an Ordinance increasing the monthly residential garbage and trash collection service charge from \$18.00 to \$19.00. **L. J. Arnold, III**

AN ORDINANCE OF THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA INCREASING RESIDENTIAL GARBAGE AND TRASH COLLECTION RATE FROM \$18.00 TO \$19.00 MONTHLY; AMENDING CITY CODE SECTION 58-7 (a)(1) RESIDENTIAL (COLLECTION RATES AND CHARGES); PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE FIRST READING OF ORDINANCE NO O-05-2018. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

2. FMPA Report August 2018 **Bob Page**

Discussion followed regarding the FMPA Report as presented by Mr. Page.

3. City Council to approve a \$1,293 school tour sponsorship through the Cummer Museum of Art and Gardens for all five fourth grade classes of Charles E. Bennett Elementary School to tour "Augusta Savage: Renaissance Woman" sculpture and history exhibit, displayed at the museum from October 12, 2018, to April 7, 2019.  
*Tiffanie Reynolds*

Ms. Reynolds explained the fee would cover the cost of entry for 99 students and 3 buses. She also stated each child would receive a Free Family Pass.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE A \$1,293 SCHOOL TOUR SPONSORSHIP THROUGH THE CUMMER MUSEUM OF ART AND GARDENS FOR ALL FIVE FOURTH GRADE CLASSES OF CHARLES E. BENNETT ELEMENTARY SCHOOL TO TOUR "AUGUSTA SAVAGE: RENAISSANCE WOMAN" SCULPTURE AND HISTORY EXHIBIT, DISPLAYED AT THE MUSEUM FROM OCTOBER 12, 2018, TO APRIL 7, 2019. 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.

4. City Council to approve city internship guidelines and timeline for the program to start in Summer 2019. *Tiffanie Reynolds*

A MOTION WAS MADE BY COUNCIL MEMBER LEWIS TO APPROVE THE CITY INTERNSHIP GUIDELINES AND TIMELINE FOR THE PROGRAM TO START IN SUMMER 2019. THE MOTION WAS SECONDED BY COUNCIL MEMBER TIMBERLAKE. 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.

#### **1. 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.

Ms. Lundy reviewed the incoming City Manager's contract for approval on the September 18<sup>th</sup> agenda. She also went over the extension and modification to Ms. Judd's agreement to be placed on the September 18<sup>th</sup> agenda.

#### **2. 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 9:14 p.m.


CITY OF GREEN COVE SPRINGS, FLORIDA



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Constance W. Butler, Mayor

Attest:



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Kimberly Thomas, Interim City Clerk