

**MINUTES OF THE OCTOBER 02, 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, October 02, 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 Pastor Pope, 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
B. Van Royal
Roy M. Timberlake, Jr.
Steven Kelley, Vice Mayor
Constance W. Butler, Mayor

STAFF MEMBERS PRESENT:

L. J. Arnold, III, City Attorney
Steve Kennedy, City Manager
Mike Null, Asst. City Mgr. / Public Works Dir.
Kimberly Thomas, Interim City Clerk

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

Dan Vallencourt and Ed Gaw brought request to relocation Food Truck Friday to Spring Park. Mr. Arnold stated must comply with current ordinance with exception of an extension to hours, must furnish a Certificate of Insurance, and City must accept sponsorship of the event. Council requested an update be placed on the next agenda to discuss how the relocation went. Mr. Null confirmed that Walnut Street would need to be closed around 3:30 pm the afternoon of the event.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE REQUEST SUBJECT TO ABOVE REQUIRMENTS. 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.

Felecia Hampshire gave an update on the Soul Food Event scheduled for October 7th and promoted CalaVida's event as well.

AWARDS AND RECOGNITIONS

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE PROCLAMATION FOR BREAST CANCER AWARENESS MONTH AND RED RIBBON WEEK. 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. Introduction of New City Manager

Mayor Butler Introduces Steve Kennedy as new City Manager effective October 1, 2018 and officially welcomed him to the City of Green Cove Springs.

2. Recognition of Parks & Recreation Donors

Glee Glisson, Parks & Recreation Director recognized and presented a Certificate of Appreciation to the following:

- A. Roslyn Arnold – Swim Lessons in Spring Park \$1500
- B. Cynthia Dennis/Florida Swim Association along with Baptist/Wolfson Hospital – Swim Lessons in Spring Park \$4000
- C. Randy and Teresa owners of Hard Rock Materials – Beach Sand for Volley Ball Court in Spring Park

3. Proclamation – Breast Cancer Awareness Month

Mayor Butler presented the proclamation to Mary Jane Lundy, Captain of Team Cove Life in recognition of the City Team's participation in the Annual American Cancer Society Cancer Walk.

4. Proclamation – Red Ribbon Week

Mayor Butler presented the proclamation to Lt. Guzman, GCSPD in recognition of their community outreach programs and efforts to make the City of Green Cove Springs a drug-free environment.

CONSENT AGENDA

- 1. City Council approval of the Minutes from the Regular Session on August 7, 2018 and 1st Budget Session on August 7, 2018.**
- 2. City Council approval of Resolution No. R292018, a Resolution authorizing staff to submit and Mayor to execute a loan application to the Florida**

- Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program for Phase I Construction of the Consolidated Advanced Wastewater Treatment Plant (AWWTP) and associated Lift Station Improvements in the amount of \$6,120,600.00 with a principal forgiveness (grant) amount of \$4,063,425.00 providing for an actual repayment amount of \$2,057,175.00.**
- 3. City Council approval of a purchase order in an amount not to exceed \$123,200.00 to Southland Specialties, Inc. for Right of Way (ROW) Maintenance for Fiscal year 2018/2019, and to approve the Amendment One to the Professional Services for Right of Way Maintenance within the “core city” and Magnolia West.**
 - 4. City Council approval of a purchase order not to exceed in the amount of \$18,899.78 for Southland Specialties, Inc. for the Right of Way (ROW) Maintenance Contract that the City has with FDOT, and to approve Amendment Two to the Professional Services Agreement with Southland Specialties, Inc. for mowing, litter removal and edging along US 17 and SR 16, for a term of 24 months each.**
 - 5. City Council approval of expenditures in the amount of \$12,500.00 to Mittauer & Associates for the costs for breaking the Consolidated AWWTP project into additional phases.**
 - 6. City Council Approval of Hooper Corporation Base Annual Fixed Fee Contract for Electric Distribution Services FY 20192020 in the amount of \$912,562**
 - 7. City Council approval of task order to CHW in the amount of \$22,500 to provide a GIS analysis of all nonresidential properties with regards to a proposed Stormwater Utility User Fee.**
 - 8. City Council acceptance of the Monthly Legal Report for Spring Park Project September 2018. Total Legal Services are \$77,410.64.**
 - 9. City Council acceptance of the Monthly Legal Report for Annexation September 2018. Total Legal Services are \$24,170.50.**
 - 10. Approve attached Engagement Letter from attorney Albert Franson to assist with filing suit against negligent parties who damaged City water lines and FDOT infrastructure.**
 - 11. City Council approval of a purchase order to Hawkins, Inc. in the amount of \$123,000.00 for chemicals used in the treatment of water and wastewater under the current contract # 031702 for FY 19.**
 - 12. Continuation of Engagement Causseaux Hewett Walpole (CHW) Interim Planning and Development Review Services**
 - 13. City Council approval of submittal of a grant application to the Florida Department of Environmental Protection (FDEP) Florida Recreation Development Assistance Program (FRDAP) for project grant funding for Augusta Savage Friendship Park Phase I in the amount of \$50,000.00.**
 - 14. City Council approval of submittal of a grant application to the Florida Department of Environmental Protection (FDEP) Florida Recreation Development Assistance Program (FRDAP) for project grant funding for Vera Francis Hall Park Phase VI in the amount of \$50,000.00**

- 15. City Council approval of submittal of a Legislative Line Item (LLI) Special Appropriations Grant application for the Spring Park Public Access Pier on the St. Johns River in the amount of \$600,000.00**
- 16. City Council Ratification of the Revised Professional Service Agreement with Auld & White Constructors for Construction Management Services, for the Public Works Administration Building Construction Project**
- 17. City Council approval of R302018 to reschedule the November 6, 2018 Council Meeting to November 13, 2018.**

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE CONSENT AGENDA ITEMS INCLUDING SUPPLEMENTAL CONSENT AGENDA ITEM NO. 1. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

COUNCIL BUSINESS

1. FMPA Report September 2018. *Bob Page*

Discussion followed with the City Council regarding the FMPA Report for September 2018 as presented by Mr. Page.

2. Easement with Magnolia Point Investments, LLC for Third Electric Feed to Magnolia Point and Relationship to Reclaimed Water provided by the City to Magnolia Point Golf Course. *L. J. Arnold, III, Mike Null*

Mr. Arnold stated all three partners have signed the Easement Agreement. He also stated the Rothfelds, owners of Magnolia Golf and Country Club were present for any questions by Council. Mr. Arnold gave a brief overview of report and process to create said easement. Mr. Null explained how the electrical lines would cross the creek from Vera Francis Hall Park onto the Magnolia Point property.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO AUTHORIZE CITY STAFF TO GET AN APPRAISAL, TITLE INSURANCE AND SURVEYS AS OUTLINED BY CITY ATTORNEY, LOOK INTO DETERMINING BULK WATER RATES FOR REUSE WATER, RESOLVE CITY ATTORNEY CONFLICT OF INTEREST ISSUES, AND BEGIN NEGOTIATIONS WITH THE ROTHFELDS TO MOVE FORWARD WITH THE THIRD FEED INTO MAGNOLIA POINT. 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.

3. Consider request from NE Florida Community Action Agency to extend their hours of service to four days weekly beginning October 1, 2018. Kimberly Thomas

Altera Baker, Manager of North East Florida Community Action Agency presented a request to extend ours of service to four days weekly beginning October 1, 2018. She also explained that there would not be waiting lines as the new schedule would be appointments only. Discussion followed with Council inquiring how the increase might affect City Hall employees, specifically the Finance Department. Ms. Guthrie stated the increase could affect parking and staff would be required to assist more with using the copy machine, etc. She did not foresee it being a huge hinderance to staff.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE THE ABOVE REQUEST ON A TRIAL BASIS THROUGH DECEMBER 31, 2018. 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, ROY M. TIMBERLAKE, JR., STEVEN R. KELLEY, AND CONSTANCE W. BUTLER, MAYOR. NAYS – NONE.

4. Appointment of Member to North Florida Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) Item continued from Sept 18, 2018 meeting.

Council discussed the option of appointing a Council Member and elected to appoint Council Member Mitch Timberlake to the TPA CAC. Council Member Timberlake accepted.

A MOTION WAS MADE BY COUNCIL MEMBER ROYAL TO APPROVE THE APPOINTMENT OF COUNCIL MEMBER MITCH TIMBERLAKE TO THE NORTH FLORIDA TRANSPORTATION PLANNING ORGANIZATION CITIZENS ADVISORY COMMITTEE PENDING THEIR APPROVAL. 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.

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.

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 9:06 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Constance W. Butler, Mayor

Attest:

Kimberly Thomas, Interim City Clerk