

DeFuniak Springs City Council
Regular Meeting
September 28, 2015

The following members were present: Mayor Bob Campbell, Mayor Pro-Tem Henry D Ennis, Sr., Councilman Ron Kelley, Councilwoman Janie Griffith, Councilman Kermit Wright, Councilman Mac Carpenter, City Attorney Clayton Adkinson, City Manager Sara Bowers, Finance Director Joe Brown and City Clerk Loretta Laird.

Mayor Campbell called the meeting to order at 6 p.m. with Councilwoman Janie Griffith providing the invocation and the Pledge of Allegiance was recited.

Mayor Campbell noted the following additions to the agenda under "Assistant City Manager/Public Works Director Tilman Mears" as item 8c titled "Temporary welder position employee hire", and item 8d "Water Well 3 emergency repairs".

Meeting minutes

September 14, 2015 regular meeting minutes

The September 14, 2015, regular meeting minutes were presented for approval.

Councilman Kelley made a motion to approve the minutes as presented, seconded by Councilman Ennis. Motion carried 5-0.

City Clerk Loretta Laird made additional punctuation and grammar corrections to the official record.

September 17, 2015 budget first public hearing meeting minutes

The September 17, 2015, budget workshop meeting minutes were presented for approval.

Councilman Carpenter made a motion to approve the minutes as presented, seconded by Councilman Wright. Motion carried 5-0.

City Clerk Loretta Laird made additional grammar corrections to the official record.

Citizen Comments

Dr. Melinda Henderson, local resident, discussed a grant that was presented to the Florida Department of State Historic Preservation Commission on September 24, 2015, for the Chautauqua Hall of Brotherhood ADA compliance renovation project. The grant did not receive any changes and was ranked third with a score of 87 points, and a recommendation for full funding. Henderson stated the amount requested was \$497,113 and will be funded if the Florida Legislature appropriates the historic preservation program during the 2016 legislature session.

Henderson further thanked Dr. Bob McKnight for his assistance, various city staff members, and the Chautauqua Hall of Brotherhood Foundation for their support and funding assistance.

Alicia Ammons, North of the Bay Relay for Life representative, stated she had previously received approval on May 11, 2015, for a 5k run/walk road closure event to be held on October 3, 2015. Ammons stated the event has been cancelled at this time and would be rescheduled for a later date.

There were no further citizen comments.

Request to be on agenda

Road closure request – Beth Anderson, Pregnancy Support Center

Beth Anderson, Pregnancy Support Center director, requested a road closure on November 7, 2015, for a 5k run and walk event. Anderson stated Circle Drive would be the actual walking track with the current 5k route being the running track. Discussion occurred relating to having Anderson contact the local police department for the 5k running track event.

Councilman Kelley made a motion to approve Circle Drive being closed on November 7, 2015, between 7 a.m. and 10 a.m. for a walking event being held, and for the 5k city-designated route to be closed for the running event, seconded by Councilman Wright. Motion carried 5-0.

City Attorney Clayton Adkinson

2015-LDC-07 Section 23-43 Water Usage Charges

City Attorney Clayton Adkinson presented a proposed ordinance concerning the requested proposed changes to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-43 Water Usage Charges. At the August 10, 2015, regular meeting the council requested the city attorney amend the current ordinance to a resolution format.

Councilman Carpenter made a motion to have the city attorney conduct the second reading of the proposed ordinance, and adopt Ordinance No. 861 as presented, seconded by Councilwoman Griffith.

No public comments were made.

Motion carried 5-0.

City Attorney Clayton Adkinson read Ordinance No. 861 by title.

City Attorney Clayton Adkinson presented a proposed resolution relating to Chapter 23 Water, Sewer, and Sewage Disposal Sections 23-43 Water Usage Charges.

Councilwoman Griffith made a motion to adopt Resolution 2015-21 relating to water usage rates, seconded by Councilman Carpenter. Motion carried 4-1 with Councilman Kelley the nay vote.

2015-LDC-08 Section 23-122 Wastewater Usage Charges

City Attorney Clayton Adkinson presented a proposed ordinance concerning the requested proposed changes to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-122 Wastewater usage charges.

Councilman Carpenter made a motion to have the city attorney conduct the second reading of the proposed ordinance, adopt Ordinance No. 862, seconded by Councilwoman Griffith.

No public comments were made.

Motion carried 5-0.

City Attorney Clayton Adkinson read Ordinance No. 862 by title.

City Attorney Clayton Adkinson presented a proposed resolution relating to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-43 Wastewater Usage Charges.

Councilman Carpenter made a motion to adopt Resolution 2015-22 relating to water usage rates, seconded by Councilwoman Griffith. Motion carried 4-1 with Councilman Kelley the nay vote.

2015-LDC-09 Section 23-123 Connection Charges

City Attorney Clayton Adkinson presented a proposed ordinance concerning the requested proposed changes to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-123 Connection Charges from ordinance format to resolution format.

Councilman Carpenter made a motion to have the city attorney conduct the second reading of the proposed ordinance, and adopt Ordinance No. 863, seconded by Councilman Kelley. Motion carried 5-0.

City Attorney Clayton Adkinson read Ordinance No. 863 by title.

City Attorney Clayton Adkinson presented a proposed resolution relating to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-123 Connection Charges.

Councilwoman Griffith made a motion to adopt Resolution 2015-23 relating to connection charges, seconded by Councilman Carpenter. Motion carried 5-0.

2015-LDC-10 Section 23-41 Tap Fees

City Attorney Clayton Adkinson presented a proposed ordinance concerning the requested proposed changes to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-41 Tap Fees from ordinance format to resolution format.

Councilwoman Griffith made a motion to have the city attorney conduct the second reading of the proposed ordinance, and adopt Ordinance No. 864, seconded by Councilman Carpenter. Motion carried 5-0.

City Attorney Clayton Adkinson read Ordinance No. 864 by title.

City Attorney Clayton Adkinson presented a proposed resolution relating to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-41 Tap Fees.

Councilwoman Griffith made a motion to adopt Resolution 2015-24 relating to tap fees, seconded by Councilman Carpenter. Motion carried 5-0.

2015-LDC-11 Section 23-40 Deposits & Section 23-42 Service Connection Fee

City Attorney Clayton Adkinson presented a proposed ordinance concerning the requested proposed changes to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-40 Deposit and Section 23-42 Service Connection Fees.

Councilman Carpenter made a motion to have the city attorney conduct the second reading of the proposed ordinance, and adopt Ordinance No. 865, seconded by Councilwoman Griffith. Motion carried 5-0.

City Attorney Clayton Adkinson read Ordinance No. 865 by title.

City Attorney Clayton Adkinson presented a proposed resolution relating to Chapter 23 Water, Sewer, and Sewage Disposal Section 23-40 Deposits and Section 23-42 Service Connection Fee.

Councilman Carpenter made a motion to adopt Resolution 2015-25 relating to deposits and service connection charges, seconded by Councilwoman Griffith. Motion carried 5-0.

Grant Writer discussion

City Attorney Clayton Adkinson discussed the process for the grant writer advertisement as discussed at the September 14, 2015, regular meeting. Adkinson stated the council could accept proposals from local resident Bob McKnight relating to grant writing services as well as Preble-Rish.

Councilman Ron Kelley

Annual Halloween Happenings road closure event

Councilman Kelley made a motion to close Baldwin Avenue from South 6th Street to South 9th Street on Friday, October 30, 2015, seconded by, seconded by Councilman Ennis. Motion carried 5-0.

Discussion occurred in reference to Halloween being on a Saturday this calendar year. Kelley stated the DeFuniak Business and Professional Association (DBPA) merchants participating in Halloween Happenings have requested Friday evening instead of Saturday evening.

Matching grant funds budget line item

Councilman Kelley discussed adding a matching grant fund line item to the fiscal year 2016 budget. These funds would assist with local match enhancements for future grant scoring opportunities as discussed by Preble-Rish representative, Cliff Knauer at the September 14, 2015, regular meeting.

Councilman Kelley made a motion to have staff provide a budget amendment to include a matching grant fund line item in the 2016 fiscal year budget for \$100,000 to assist with enhancing future grant opportunities, seconded by Councilman Wright. Motion carried 5-0.

City Manager Sara Bowers stated a budget amendment would be presented at the October 12, 2015, regular meeting for the council's consideration.

Assistant City Manager, Tilman Mears

Median Maintenance Award bid request

Assistant City Manager Tilman Mears presented the bids for the median maintenance proposal with M&M Landscaping and Irrigation, LLC being the lowest bidder at \$16,000, Harper Landscaping, LLC being the second lowest bidder at \$16,800 and Ammons Lawn Service having a bid of \$18,000.

Discussion occurred relating to the registered business locations for M&M Landscaping and Irrigation, LLC and Harper Landscaping, LLC.

Councilman Ennis made a motion to award the median maintenance contract to Harper Landscaping, LLC at a cost of \$16,800 annually for a three-year contract based on the fact that this business meets the five-percent local preference provided in the city's purchasing policy, with performance being reviewed annually, seconded by Councilwoman Griffith. Motion carried 5-0.

Water Storage Tanks full service maintenance program award bid request

Assistant City Manager Tilman Mears presented the bids for the water storage tanks full service maintenance program with U.S. Tank being the lowest bidder at \$412,500 for the total ten-year contract.

Councilman Kelley made a motion to award the water storage tanks full service maintenance program to U.S. Tank at a cost of \$412,500 for the ten-year contract, seconded by Councilman Ennis. Motion carried 5-0.

Temporary welder position

Assistant City Manager Tilman Mears requested permission to hire a temporary welder position due to an employee being out on Family Medical Leave Act (FMLA).

Councilman Carpenter made a motion to approve the temporary welder position, seconded by Councilman Wright. Motion carried 5-0.

Well three emergency repairs

Assistant City Manager Tilman Mears requested permission to repair Well three pumping equipment. Mears stated he has received a quote from Griner Drilling Service, Inc. with a total rebuild quote of \$25,040. Mears described the shaft is broken and the propeller is warped.

Councilman Carpenter made a motion to approve the well three emergency repairs at a cost of \$25,040 to Griner Drilling Service, Inc., seconded by Councilwoman Griffith. Motion carried 5-0.

City Manager Sara Bowers

Council member appointments

City Manager Bowers stated Councilman Ennis has requested to resign from the Northwest Florida Regional Transportation Planning Organization (TPO) and the West Florida Regional Planning Council committee appointments.

Councilman Ennis made a motion to nominate Councilman Carpenter for both the Northwest Florida Regional Transportation Planning Organization and the West Florida Regional Planning Council, seconded by Councilwoman Griffith. Motion carried 5-0.

USDA Watermain Project Resolution

City Manager Bowers presented a resolution relating to the water main replacement project, which replaced approximately 6,000 linear feet of pipe with six-inch pipe, all necessary appurtenances and required restoration at an amount of \$370,707.20.

Councilman Kelley made a motion to adopt Resolution 2015-26 relating to the USDA water main replacement project, seconded by Councilman Carpenter. Motion carried 5-0.

CH2M agreement amendment no. 13

City Manager Sara Bowers presented an amendment to the agreement between the city and CH2M HILL OMI for services from October 1, 2015, to September 30, 2016, in the amount of \$991,233. The annual limitation amount for repairs would remain unchanged at a cost of \$30,000.

Councilman Ennis made a motion to approve the amended contract with CH2M for the annual contract amount of \$991,233, seconded by Councilman Carpenter. Motion carried 5-0.

Insurance Premium Quote

City Manager Sara Bowers presented two quotes on the city's general liability, workers' compensation, and automobile insurance from Brown and Brown Insurance and the Florida

League of Cities (FLOC). The quote from Brown and Brown is \$269,967 and from FLOC is for \$274,514 with a premium return of \$13,000.

Bowers stated a formal bid was not prepared for the insurance premium quote based on the fact that very few firms offer acceptable coverage to the city. Both insurance company representatives spoke to the council relating to their different businesses. Tom Conley, FLOC representative, stated he would match Brown and Brown's quoted premium of \$269,967. Bowers stated no working concerns have occurred with FLOC over the past several years.

Councilman Carpenter made a motion to approve the quote for the city's general liability, worker's compensation, and automobile insurance with the Florida League of Cities at a net cost of \$269,967 for fiscal year 2016, seconded by Councilman Ennis. Motion carried 5-0.

Copier Lease

City Manager Sara Bowers presented several copier service plans for replacement of the city's current contract. Staff recommended a 48-month lease contract with a straight cost per click for copies with DEX Imaging and Mailing. The proposal is for five different copier locations for administration, utility billing, police department, public works, and planning department. DEX Imaging and Mailing is \$559.79 per monthly lease with \$0.0055 price for each black copy and \$0.049 for each color copy.

Councilman Kelley made a motion to approve the copier service contract with DEX Imaging and Mailing at a monthly lease rate of \$559.79 with \$0.0055 for each black copy and \$0.049 for each color copy, seconded by Councilwoman Griffith. Motion carried 5-0.

Finance Director Joe Brown

Bill Ratification Request

Finance Director Joe Brown requested the ratification of the bills that have been paid since the previous council meeting.

Councilman Wright made a motion to ratify all bills that have been paid since the previous council meeting, seconded by Councilman Carpenter. Motion carried 5-0.

Public Works Reports

Assistant City Manager Tilman Mears presented his report to the council. No comments were made.

Councilman Wright requested not to receive the Public Works' report in future agenda packets. City Clerk Loretta Laird noted the request.

Councilwoman Griffith stated she wanted to acknowledge the letter received on behalf of Travis Donaldson Sr.'s consideration.

City manager report

City Manager Sara Bowers requested photographs of any events or landmarks to be showcased on the new upgraded city website that should be operational prior to January 2016. Councilwoman Griffith inquired about the advertisement of the human resource and receptionist positions. Bowers stated an employee currently has human resources in her job duties so there will not be a need to advertise for this position and an advertisement for the receptionist position would be included in this week's newspaper.

Griffith requested the receptionist position to be posted as an in-house advertisement instead of an external advertisement. Bowers stated in-house employees would get preference.

Council Comments and Committee Reports

Councilman Kelley

Councilman Kelley stated he wanted to thank local residents Bob McKnight and Dr. Mendy Henderson as well as city staff for all their preparation assistance with the Chautauqua Hall of Brotherhood grant. Kelley further thanked Assistant City Manager Mears for his monthly report.

Councilwoman Griffith

Councilwoman Griffith thanked city staff for assisting with the grants and would like to honor Dr. Henderson and Mr. McKnight at a future meeting with a proclamation when the grant is funded in July 2016.

Griffith further commended Nathan Fountain for his service and dedication to the city.

Councilman Ennis

Councilman Ennis had no comments.

Councilman Carpenter

Councilman Carpenter thanked city staff, Dr. Henderson, and indicated the 2nd annual pig roast fundraiser will be held on April 16, 2016 supporting the Chautauqua Hall of Brotherhood.

Councilman Wright


Councilman Wright stated he was grateful for the accomplishments the current council have made and thanked the other elected officials and city staff for being involved in the out of town meetings.

Mayor Campbell

Mayor Campbell discussed the different possibilities and opportunities that could be coming to the city within the next several years.

There being no further business, Mayor Campbell adjourned the meeting at 7:26 p.m.

ADOPTED on this 12th day of October, 2015.



Robert "Bob" Campbell, Mayor

ATTEST:



Loretta A. Laird, City Clerk