

**FINAL MINUTES FOR THE CITY COUNCIL MEETING HELD  
FEBRUARY 27, 2007 @ 6:30 P.M. IN THE MUNICIPAL BUILDING**

**INVOCATION BY PASTOR DANNY SMART FROM LAKE AREA BIBLE CHURCH & PLEDGE OF ALLEGIANCE**  
**COUNCILWOMAN CURTIS: ARTWORK Acknowledgement - NO ART WORK**

**ROLL CALL: Mayor Mary Lou Hildreth, Vice Mayor Bruce Harvin, Councilwoman Michelle Curtis, Councilman Keith Jones, Councilman Don Johnson, City Attorney Rob Bradley, City Clerk Karen Nelson, Public Works Supervisor Lee Edgy and Deputy City Clerk Annette Ricks.**

**VISITORS**

Sue Plaster, Relay for Life representative, requested approval to host an event called "Paint the Town Purple". Mayor Hildreth asked that the Purple items/ribbons be taken down immediately after the event and not be left up indefinitely. Councilman Johnson asked if the City of Melrose's Historic group could hire our city workers to hang their Christmas lights and also remove them after Christmas. Rob Bradley stated this could not occur since it is not for another municipality but a private organization.

Teri Keller, 465 Live Oak Avenue, asked for an update on the Skateboard Park. Councilwoman Curtis will be pulling the item from the agenda because of bid price concerns. City Staff will be looking at getting additional Grant funding. ***A Special meeting will be scheduled at a later date.*** Mayor Hildreth asked Mrs. Keller if she still had contacts in place to help with the construction of the Skateboard Park. Mrs. Keller asked for the meeting to be scheduled in order to discuss these items. She will have to be notified since the meeting will not be scheduled until tomorrow. The Jaycees are currently raising money to help with the construction of the skateboard park too. Gordon Smith could not attend this meeting due to illness.

**PROCLAMATION, STUDENT ART MONTH – Rick Allen, Art Teacher.** Mayor Hildreth read the proclamation and presented the proclamation to Mr. Rick Allen.

**MAYOR HILDRETH**

**RESOLUTION 2007- 159 LAKE SUMMIT RESTORATION – Councilman Johnson made a motion authorizing the mayor to prepare a Proclamation for support of this item. Councilwoman Curtis seconded. Voice voted and motion passed 5-0. The city is showing its supporting of lake studies by preparing this proclamation.**

**RESOLUTION 2007- 162 URBAN AND COMMUNITY FORESTRY GRANT & UPDATE –** Application is due March 30<sup>th</sup>, 2007. **Councilwoman Curtis made a motion to approve Resolution 2007-162. Councilman Johnson seconded. Voice voted and motion passed 5-0.**

**ZONING BOARD APPOINTMENTS –** The City Clerk recommended Mr. Fred Pitts be reappointed. Also, Mr. Steve Hart has volunteered to fill the empty slot. **Councilwoman Curtis made a motion to reappoint Fred Pitts. Mayor Hildreth seconded. Voice voted and motion passed 5-0. Councilwoman Curtis made a motion to accept Mr. Hart for Seat 5. Vice Mayor Harvin seconded. Voice voted and motion passed 5-0.** Councilman Johnson would like future opening to be advertised on the city's website.

**INTERSECTION PROPERTY –** Property located at the corner of SR100 & SR21 is off the market. Sue Plaster will notify council if the property comes back on the market. The mayor and FDOT will be meeting **March 29<sup>th</sup>, 2007.**

**FEDERAL APPROPRIATIONS REQUEST –** The Emergency Operations Center (EOC) will be the only request processed at this time. There is a need for a building that would act as the EOC in our area during times of natural disaster.

**SAFE ROUTES TO SCHOOL –** A Spreadsheet has been created and is being completed by Public Works staff. Lee Edgy stated he has completed a sidewalk evaluation of every sidewalk that was NOT connected and the sidewalks have been prioritized for the entire city. There is a Grant being sought for this project as previously approved by council.

**UPDATE ON GROWTH MANAGEMENT CONFERENCE –** There are a number of financial issues that are being addressed in Tallahassee that will affect our city in negatively. Advanced Workshops will need to be held covering these issues with the new council. Mr. Fritz Behring will be meeting with the mayor in about a month to discuss our Inter-local agreement and this can affect the city's budget too.

**GARDEN CLUB REQUEST –** The Christmas Tree donation was discussed. Councilwoman Curtis would like to see a uniform plaque used in all parks for identifying our plants and trees.

**SEWER SYSTEM PUMP STATION – Public Works Facility/Skate Park –**The new recreational park needs a lift station in addition to the new Public Works facility. Staff is waiting on figures from Ray Avery, CCUA director, to see how much it will cost for the city to put in a pump station for the Public Works and Recreational Park at the same time.

**Florida Redevelopment Agency meeting will be set and the council and committee will be notified later this week.**

**\*Mayor Hildreth left the meeting for a short time to locate a document for the council's review.**

## CITY CLERK'S REPORT

**Meetings** – 2 Employee insurance meetings, 1 Zoning Board meeting, Audit meeting, Town Hall meeting and County meeting.

**Audit preparation** – continues

**Training** – Karen and Annette attended a training course at the Supervisor of Elections in Green Cove Springs.

**Tree City USA status was awarded to the city for 2007.**

**Ballots** – 13 Absentee Ballots have been received to date

**Zoning Issues** – (2) Split Lots  
Business Renovation

**Special Ballot informational mail-out was mailed to every registered voter.**

**Customer Service is blooming**

**Mailed out Late Waste Bills/Collected over \$800.00 in outstanding Waste Bills**

**June is collecting information at the direction of Councilwoman Curtis from local cemeteries concerning updating our Rules and Regulations.**

**Resolved the Ms. Minor "tree" issue at the cemetery. Another lot was picked out by the owner of the lot that had the tree planted near/on the plot.**

## PUBLIC WORKS SUPERVISOR

Fixed erosion issue at end of the spillway of Lakeview Drive

Estimate for Bucket Truck has been received

Sidewalk evaluation is underway

Sweeping leaves project underway

Working on Geneva Jungle by securing the area under the platforms

Light Ballots at the Beach Park are being replaced and/or fixed

Limbs over a city house has been removed at owner's request

Right of Way work continues daily

Councilwoman Curtis would like Public Works to look at the drainage culvert on both sides of Nightingale that leads to Keystone Lake. The city clerk directed Lee Edgy to perform this work.

## CONSENT AGENDA

### **ACCOUNTS PAYABLE**

**MINUTES CITY COUNCIL FEBRUARY 13, 2007 – *PULLED BY VICE MAYOR HARVIN***

**MINUTES OF ZONING BOARD FEBRUARY 12, 2007**

**MINUTES OF CRA FEBRUARY 13, 2007**

**MINUTES OF CRA JANUARY 23, 2007**

**Vice Mayor Harvin made a motion to accept the balance of the Consent Agenda. Councilwoman Curtis seconded. Voice voted and motion passed 4-0.** Vice Mayor Harvin would like to have the February 13<sup>th</sup>, 2007 minutes changed to reflect a 3-1 vote on the meeting change Resolution 2007-161 covered by Rob Bradley, the city's attorney. Vice Mayor Harvin voted NO on this issue at the last meeting. **Vice Mayor Harvin moved to accept the minutes once the change has taken place. Councilman Johnson seconded. Voice voted and motion passed 4-0.**

## CITY ATTORNEY STATUS REPORT

**ENGINEER CONTRACT** – Proposed engineering contract is in the books reflecting an agreement of terms has been reached. Hourly rates are only one of three options of how the firm could be paid for individual projects. A lump sum may be used often to save the city money. The hourly rates are included in the contract and the prices are close to the going area rates. City Attorney recommended approval of contract as presented. Volkert Vice President Jerry Dabkowski said his company is pleased to sign the contract. Councilman Johnson would like to see the Senior Planning rates go under \$100.00 per hour. The hourly rate of the Senior Planner could be lowered to \$125.00 and the Junior Planner would be \$100.00 per hour. See Contract for in-depth information. **Councilman Johnson made a motion to accept this firm and the attached contract. Councilman Jones seconded. Voice voted and motion passed 5-0.** Councilman Johnson would like the new engineering firm to look at the sewer contract and see if the roads were in fact patched properly after the sewer project was completed. Rob Bradley made a recommendation to authorize Volkert to begin reviewing the sewer plans and the review is not to exceed \$2500.00. Mr. Dabkowski stated he could, for \$2500.00 review the scope of the sewer plans, specifically the patching of the roads, complete the field inspection and they will render an opinion or professional evaluation for the council. Volkert has the personnel on staff to review the sewer plans and ensure the road patching was performed to the contract specs. After discussion between Rob Bradley and the city council it was determined Rob Bradley and Jerry Dabkowski will discuss this issue and present a formal plan at the next council meeting.

**LAND DEVELOPMENT REGULATIONS AND THE AIRPORT** – Covered in an email to council from Rob Bradley.

**LOT 10, BLOCK 22 - SAM EVANS PURCHASE OF CITY LAND** – The attorney will move forward with the closing at the direction of council.

## COUNCILMAN JONES

**CODE ENFORCEMENT REPORT** – Report was reviewed and the one issue on the report is being taken care of by staff. Nightingale and Orchid is a zoning issue that Councilman Johnson would like addressed. He actually went to the residence and told them how he felt about

this situation especially with all the help they had received in the past from volunteers at 410 Orchid Ave. Councilman Johnson spoke to two children and an adult about cleaning up the property. Councilman Johnson was not able to speak to the owners, who were inside, but he told the two children and the one adult he talked to that he wanted the property cleaned up within (3) days. Also, he did not want the city to have to start “fining” their Mom and Dad since they are repeat offenders. They have cleaned up some of the stuff from their yard but not enough. They are not receiving Waste Service due to non-payment. Repeat offenders should be dealt with promptly. Maybe the city could go in and cleanup the yard and then charge the residents for the work or look at charging them a fine per day. Councilman Johnson does not like doing this to handicap residents but the problem needs to be solved. Lee Edgy said Tanya Palmer, the city’s Code Enforcement Officer, is attempting to setup a Code Enforcement meeting as soon as possible.

**VICE MAYOR HARVIN**

**KEYSTONE AIRPARK AUTHORITY** – Several board positions will be up for reappointment in April and they will be advertised.

**MINUTES OF KAA DECEMBER 2006 & JANUARY 2007 attached.**

**COUNCILMAN JOHNSON**

**WASTE MANAGEMENT SERVICES** – Waste Management was contacted but the requested information was not received. The item will be left on the agenda for the next meeting.

**SEWER SYSTEM ROAD CUTS** – Addressed already.

**COUNCILWOMAN CURTIS**

**AWARD OF SKATE PARK BID** – Item addressed already.

*Lyndel Hale would like the Schroeder report reviewed.*

Meeting adjourned at 7:55 p.m.

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Mayor Mary Lou Hildreth

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Deputy City Clerk Annette Ricks