

## COMMISSION MEETING

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Mayor Nugent announced that if anyone in attendance wishes to speak regarding a motion he asked for them to stand or raise their hand and he will acknowledge them for their comment.

Mayor Nugent called the meeting to order. Present were Commissioner Tommy Chastain, Commissioner Carolyn B. Spooner, Commissioner Travis Woods, City Clerk Ricky Thompson, City Manager Tom Ernharth, Fire Chief Tom Rowe, Police Chief Jeff Johnson, and City Attorney Dan Sikes. Commissioner Wilbur Waters was absent.

Commissioner Chastain gave the invocation and led the pledge of allegiance to the flag.

Mayor Nugent entertained a motion to adopt Resolution 2016-07; Local Mitigation Strategy.

Commissioner Chastain made the motion to adopt Resolution 2016-07, second by Commissioner Spooner; passed 4-0.

Chief Rowe reported with the overhang of the new roof the shrubs that surround the building will not survive. He requested a recommendation on what to do with the shrubs.

Mr. Ernharth reported the contractor suggested placing a porch area with the removal of the shrubs. There would be no additional cost and the inmates would remove the shrubs but there would be a cost to have it concreated.

Commissioner Woods suggested a little sprinkler system with auto on and off. Mayor Nugent requested a cost for each the concrete and the sprinkler system.

Chief Johnson requested to surplus the following vehicles

2003 Ford Crown Vic Vin # 2FAFP71W03X148551

2004 Ford Crown Vic Vin # 2FAFP71WX4X151586

Commissioner Chastain made the motion to surplus, second by Commissioner Spooner; passed 4-0.

Chief Johnson reported to the commission he has spoken to the Attorney about the anonymous letter that was received by the Sheriff and Police Departments.

Mr. Ernharth presented an emergency repair for the 12" waterline behind Jackson Building along Alligator Creek in the amount of \$14,788.31 from Grimes. Mayor Nugent entertained a motion to approve the emergency purchase. Commissioner Chastain made the motion, second by Commissioner Spooner; passed 4-0.

Mr. Ernharth requested approval for some personnel changes in the public works department. Sammy Hallmark has requested to step down as the superintendent as well as a salary reduction. He is requesting to promote Brandon Demers to Superintendent and as part of the changes Mr. Hallmark requested part of the salary reduction be given to Henry Broskey.

Mr. Broskey has been an employee with the City for 19 years and is currently making \$10.71 per hour.

As part of the personnel policy the City Manager has the right to promote and demote personnel under his jurisdiction, but does not have authority to provide an increase in pay for Mr. Broskey.

He has spoken to Mr. Thiemann and the increase will be \$660 with the changes in salaries.

He requested a motion to approve the salary increase for Mr. Broskey.

Mayor Nugent opened the floor for discussion.

Commissioner Woods stated Sammy resigned so that left an opening, right?

Mr. Ernharth responded no, Sammy did not resign from employment just as superintendent, it was demotion.

Commissioner Woods ask if the position was advertised properly since Sammy stepped down from the position?

Mr. Ernharth responded he did not do that. It was discussed but there was no interest and it was not advertised; he wasn't sure if it was a requirement.

Commissioner Woods referenced the policy manual that when a position opens the position is to be advertised in house for a period of 10 business days.

Mr. Ernharth responded he will take care of that but the only thing he needs commission approval on is the salary increase for Mr. Broskey.

The item will be tabled until the next meeting. Mr. Demers will be paid accordingly for handling the supervisor position temporarily until a final decision is made.

Mr. Ernharth he has spoken with Florida Rural Water regarding the rate study.

The water rates are in line but the wastewater rates need to be adjusted in order to maintain a sound financial fund. They recommended a 25.32 percent increase in wastewater rates in order to maintain a sound financial utility. He requested the commission take a look at this for when we get into the budgeting process so we can meet our expenses.

Mr. Ernharth ask for a discussion on the railroad crossings closures. They will be putting in two service road crossings and are asking to remove two other crossings. If the city doesn't come up with eliminating two crossings they will remove the access road crossings.

Mr. Steve Brown from Department of Transportation was present to answer questions.

Commissioner Spooner suggested CSX to meet with the City; rural life matters and the impact of the number of trains that will be coming through on the help of the City she feels there should be a sit down with CSX and for CSX to assist the City with some of the beautification projects

Chief Johnson referenced signage that was discussed relating to trucks going North and South on Route 100. He will bring information back to the Commission.

Mr. Ernharth provided bi weekly report; an update on BCR; they have completed one batch two weeks ago and last week it took five days to get two batches out and they have not received any testing information back.

There is a meeting scheduled next week to compare notes and figure what is needed next.

Opening Day for Baseball is Saturday, March 19<sup>th</sup> at 8:00 AM.

Orange Street sidewalk, DOT will begin that project April 28<sup>th</sup> and are required to provide 21 day notice to Suwanee River.

They have completed the sewer line on Pat Marlin Street.

He announced the County Commissioner receive the grant funds for paving which should include McMahan, Georgia, Weldon and Grand Streets within the City.

Commissioner Spooner mentioned Orange Street and Old Lawtey Road are used during the flooding times which have caused erosion. She ask they be added to the list for the County.

DOT has reconsidered the pipes that go under the truck route; they will now furnish and install the 24" and 4" steel casing pipes to the right a way lines. We will have to cut the lines at the right a way and remove the spray heads.

Judge Phyllis Rosier has made a donation to repair the engravings of the monuments at Veteran's Park.

He has spoken to the County regarding the agreement; the Tax Collector feels it will put additional work on her office. She has provided the information to the County Attorney and he will be addressing the agreement.

Commissioner Waters requested him to bring up to the Commission to think about leasing the Tide Water property for additional parking at Edwards Road. A fence would need installed, grading to level the property, create a driveway, install lighting for the parking. There are still testing wells located throughout the property.

Commissioner Chastain referenced the DEP Consent Letter.

Mr. Ernharth responded the dates have been extended due to the SRF Funding. The agreement reflect the new dates and it has penalties for missing dates, missing deadlines, overflows, etc.

After discussion a workshop was scheduled for March 29<sup>th</sup> at 6:00 PM.

Clerk Thompson reported the Bond Trustees met along with Commissioner Spooner and recommended the bills be paid.

Commissioner Spooner made the motion to pay the bills, second by Commissioner Chastain; passed 4-0.

He presented policies for adoption. He requested to table the Purchasing Policy there is some additional work on this policy.

- General Vehicle Policy; he would like recommendation from the Commission how many miles. After discussion a 20 mile radius will be inserted.

Commissioner Spooner made the motion to approve the policy with the 20 mile radius, second by Commissioner Woods; passed 4-0.

Clerk Thompson requested approval for the Utility Bill Adjustment procedure policy. There are times when errors occur; the new policy requires signatures of the City Manager and Finance Director prior to an adjustment to a bill by the billing clerk.

Commissioner Woods made the motion to approve the policy, second by Commissioner Chastain; passed 4-0.

He presented the Job Descriptions with pay levels for the Clerk's Office for approval.

Mayor Nugent recommended having a workshop when all the description are completed.

Clerk Thompson informed the Commission he has a meeting scheduled for Thursday, March 24<sup>th</sup> at 3:00 PM and requested a motion to move forward with the Rural Development Grant for the police vehicles. As explained at the last meeting we are not able to get the 100% funding but will get 55/45.

Commissioner Spooner made the motion to move forward with the grant at the 55/45, second by Commissioner Woods; passed 4-0.

Clerk Thompson presented a budget amendment for Phase II of the DEO Partnership Grant in the amount of \$40,000. These funds are being used for the engineering cost, etc. for the demolition of the Badcock Building.

Commissioner Chastain made the motion to approve the budget amendment, second by Commissioner Woods; passed 4-0.

He provided the following as information items;

The deed for the Old Badcock Building has been received and recorded.

List of upcoming meetings and trainings.

Bikefest will be held August 12, 13 and 14.

Attorney Sikes reference an article relating to texting during a public meeting. His statement to the commission relating to this; “if you are texting another governmental official during a city commission meeting, those texts are public record”

Commissioner Woods ask if the new water line will be 4”?

Mr. Ernharth responded yes.

Commissioner Chastain ask to get a total cost on that water line project when it is completed.

He also ask that the streets get cleaned up for the Relay for Life Walk and the lights are changes to purple at the water tower.

Commissioner Spooner ask for a timeline for the strategic plan workshop. Mr. Ernharth about four weeks, he wants to address it at Rotary Club and Kiwanis Club.

She ask the status of the document scanning. Clerk Thompson responded it was rebid and will include it in the next year budget.

Mayor Nugent ask if the leak on Colley Road has been repaired. Mr. Thompson responded yes and there is a boil water notice.

Mayor Nugent asked if any additional information needed to be brought in front of the board. Hearing none he entertained a motion to adjourn.

City Commission Meeting  
March 15, 2016  
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Commissioner Chastain made the motion to adjourn, second by Commissioner Woods; passed 4-0.

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Daniel Nugent, Mayor  
Commissioner Tommy Chastain  
Commissioner Carolyn B. Spooner  
Commissioner Wilbur L. Waters  
Commissioner Travis V. Woods

Attest: \_\_\_\_\_  
Ricky Thompson, City Clerk