



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, MAY 17, 2021, 6:00 P.M.**  
**NEPTUNE BEACH CITY HALL**  
**116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a Special City Council Meeting of the City Council of the City of Neptune Beach was held on Monday, May 17, 2021, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	<b>IN ATTENDANCE:</b> Mayor Elaine Brown ( <i>absent</i> ) Vice Mayor Fred Jones (via CMT) Councilor Kerry Chin Councilor Lauren Key Councilor Josh Messinger	<b>STAFF:</b> City Manager Stefen Wynn City Attorney Zachary Roth Chief of Police Richard Pike Chief Financial Officer Carl LaFleur Public Works Director Jim French Mobility Management Director Megan Steward Senior Center Director Leslie Lyne Grant and Resiliency Coordinator Colin Moor Code Enforcement Officer Denzel Dehm Community Development Director Kristina Wright City Clerk Catherine Ponson
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Mayor Brown was not present for the Special Meeting and Vice Mayor Jones attended via Communications Technology. Councilor Messinger presided over the Special Meeting.

Call to Order/Roll Call/Pledge	Councilor Josh Messinger called the Special Meeting to order at 6:00 p.m. and Councilor Key led the Pledge of Allegiance.
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Public Comment	Lenny Jevic, 239 Seminole Road, Atlantic Beach, Beaches Veterans Memorial Park Historian, thanked Council for allowing him to come and speak. He is trying to have Neptune Beach join Atlantic Beach and Jacksonville Beach in honoring their fallen veterans, Corporal Dennis Lamar Bunting, Commander Thomas Earl Dunlop, Sergeant Joseph Howard Pierce, Jr., and Captain John Frederick Lorraine, Jr., by placing street signs where they lived in their honor. This is not renaming the streets but dedicating the streets where they lived. He requested Neptune Beach embrace this program.
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Res. No. 2021-09, Budget Amendments	<u>Resolution No. 2021-09</u> , A Resolution Amending the Operating Budget for the City of Neptune Beach, Florida, for Fiscal Year 2020, beginning October 1, 2019 and ending September 30, 2020.
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City Manager Stefen Wynn explained this is money that was appropriated into one fund that was not used that went into reserves. That money is being pulled out for appropriations that went over budget. The three-page resolution has two exhibits with notes with general ledger entries.

The expenditures were vacation payouts which is allowed once a quarter as well as upon retirement, COVID-19 expenditures, and recordings in the general ledger as capital improvements and not capital outlay or assets.

Made by Key, seconded by Chin.

**MOTION:**            **TO ADOPT RESOLUTION NO. 2021-09, A RESOLUTION AMENDING THE OPERATING BUDGET FOR THE CITY OF NEPTUNE BEACH, FLORIDA, FOR FISCAL YEAR 2020, BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020.**

Roll Call Vote:

Ayes: 4- Chin, Key, Messinger, and Jones.

Noes: 0

**MOTION CARRIED**

Res. No. 2021-10, Honoring Fallen Heroes

Resolution No. 2021-10, A Resolution Authorizing the Placement of Signage at Various Locations in the Community Honoring Neptune Beach Residents: Corporal Dennis Lamar Bunting, Commander Thomas Earl Dunlop, Captain John Frederick Lorraine, Jr., And Sergeant Joseph Howard Pierce, Jr. Who Paid the Ultimate Sacrifice During Wartime; Authorizing the City Manager to Execute Any Contracts and Purchase Orders as Necessary to Effectuate the Provisions of this Resolution; and Providing an Effective Date.

This resolution, sponsored by Councilor Key, honors Neptune Beach's fallen heroes by placing signs in their honor on the streets where they lived.

- Corporal Dennis Lamar Bunting -Sponsored by American Legion Auxiliary Unit 316- Margaret Street and 3<sup>rd</sup> Street
- Commander Thomas Earl Dunlop – Sponsored by Dunlop Photography with the Dunlop Family -1<sup>st</sup> Street and Lemon Street
- Sergeant Joseph Howard Pierce, Jr. – Sponsored by Janet Foster Pierce Latimer and Joseph H. Pierce, Jr. along with Pete's Bar -3<sup>rd</sup> Street and Hopkins Street
- Captain John Frederick Lorraine, Jr. – Sponsored by Proctor Ace Hardware -Myrtle Street and 3<sup>rd</sup> Street

Councilor Key commented that this is great and she is happy that all three beach cities have come together to honor the fallen heroes. Their sacrifice endures our freedom every day and we appreciate it. This is a great way to honor them.

Councilor Chin supports this wholeheartedly. This is close to his heart as he has Marines and Navy personnel on both sides of his family.

Vice Mayor Jones stated this is a great program and looks forward to seeing the signs placed in the community.

Councilor Messinger remarked that this is an excellent program and commended Mr. Jevic on his persistence and tenacity that has allowed this community to do such a great thing for our military veterans and families who have given the sacrifice.

Mr. Jevic reminded everyone this is not going to cost the City anything as the signs were made by Florida TransCor at cost and he has received sponsorship throughout the community.

Made by Key, seconded by Chin.

**MOTION:**        **TO ADOPT RESOLUTION NO. 2021-10, A RESOLUTION AUTHORIZING THE PLACEMENT OF SIGNAGE AT VARIOUS LOCATIONS IN THE COMMUNITY HONORING NEPTUNE BEACH RESIDENTS**

Roll Call Vote:

Ayes:            4-Key, Messinger, Chin, and Jones.

Noes:            0

**MOTION CARRIED**

CONB RFQ  
2021-04,  
Engineering  
Contract

Approval to Advertise City of Neptune Beach RFQ 2021-04, General Engineering Continuing Contract. Public Works Director Jim French explained continuing contracts are typical to help the City better progress on capital projects and improvements. The Competitive Negotiation Act allows for public agencies to have continuing contracts for professional services. This is on an as-needed basis and does not guarantee any work to selected consultants.

Councilor Key asked where this would be advertised.

Mr. French explained that it would be in the Beaches Leader and on the City website.

Mr. Wynn stated that the Beaches Leader also includes the ad being published in the Florida Public Notice website and the Times-Union was a substantially higher cost. Mr. French also stated he would be sending to firms.

Made by Chin, seconded by Key.

**MOTION:**        **TO APPROVE ISSUANCE OF CONB RFQ 2021-04, GENERAL ENGINEERING CONTRACT**

Roll Call Vote:

Ayes:    4- Messinger, Chin, Key, and Jones.

Noes:    0

**MOTION CARRIED**

Neopost Folder  
Inserter

Approval of Lease of Neopost Folder Inserter. Mr. Wynn explained with the City making the transition to Tyler Technologies, included in this ERP System is the utility billing system. City Hall would be closed Monday, May 24, 2021, for training on this new system. The utility billing portion is nearing its final phase of implementation. We currently pay a third party to prepare the utility bills. We are asking to bring that process back in-house. To do that, the City needs a folder inserter that can handle a larger volume. He is asking for a 36-month lease from American Business Systems for \$16,743.60 for a Neopost Folder Inserter. There were three quotes received.

Mr. Wynn stated he had been asked to do a cost benefit analysis comparing it to our costs now. He added that this would also give the City the ability to send letters and to communicate to residents for things like garbage pickup.

Made by Chin, seconded by Key.

**MOTION:**        **TO APPROVE THE 36-MONTH LEASE OF THE NEOPOST FOLDER INSERTER FOR \$16,743.60**

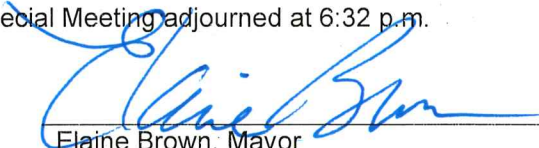
Roll Call Vote:

Ayes:    4-Chin, Key, Messinger, and Jones.

Noes:    0

**MOTION CARRIED**

Adjournment      There being no further business, the Special Meeting adjourned at 6:32 p.m.

  
Elaine Brown, Mayor

Attest:

  
Catherine Ponson, CMC  
City Clerk



Approved: 06-07-2021