



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, AUGUST 15, 2022, 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, August 15, 2022, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

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**Attendance:**

**IN ATTENDANCE:**

Mayor Elaine Brown  
Vice Mayor Kerry Chin  
Councilor Lauren Key  
Councilor Nia Livingston  
Councilor Josh Messinger

**STAFF:**

City Manager Stefen Wynn  
City Attorney Zachary Roth  
Police Chief Richard Pike  
Senior Activity Center Director Leslie Lyne  
Community Development Director Samantha Brisolara  
Chief Financial Officer Danielle Dyer-Tyler  
Grant and Resiliency Coordinator Colin Moore  
Public Works Director Jim French  
Mobility Management Director Megan Steward  
City Clerk Catherine Ponson

**Call to Order/Roll  
Call/Pledge**

Mayor Brown called the Special Meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**Palm Tree  
Trimming**

**Consideration of Approval of Beaches Town Center and 1<sup>st</sup> Street Tree Trimming.**

Councilor Messinger explained that the Beaches Town Center Agency expressed a desire to have tree trimming done. This is the time when it is typically done. In the past, Atlantic Beach has administered that. They sent a new contract. Staff reviewed it and it is within the budget. It needs to be reapproved by Council. Additionally, it is time to have 1<sup>st</sup> Street trimmed. The crew is here and with public works being short-staffed, it seems logical to have both done at the same time. Based on feedback, this would happen at the end of the month, if approved.

Vice Mayor Chin commented that the number of trees was kind of surprising. He is hoping that staff double-checked these numbers.

City Manager Stefen Wynn advised that Community Development Director Sam Brisolara had counted them.

Ms. Brisolara reported she and Code Enforcement Officer Denzel Dehm both counted the trees.

Councilor Key questioned if this is approved, what fund would this be paid from?

Mr. Wynn remarked that the City is looking for a not to exceed amount of \$29,000. This would require ultimately a budget amendment to transfer from surplus that we have realized from paid parking.

Councilor Livingston questioned are we going to be putting other projects in jeopardy by using that fund?

Mr. Wynn disclosed that this is realized revenue that is more than what was anticipated so as of right now, it can be used.

Mayor Brown commented that this seems expensive. She asked if there had been a comparative done or do we know what we have paid in the past?

Mr. Wynn replied that we are piggybacking on a contract with Atlantic Beach. It was bid out using normal bid procedures. He is assuming they chose the most responsive and responsible bidder. If we were to do this ourselves, it would take some time to complete.

Mayor Brown asked why this is not in the Town Center contract for landscaping?

Mr. Wynn remarked that he has asked for clarification from the Beaches Town Center Agency so that we can just do an annual budget. This is not in the scope of work for the landscaping company.

Vice Mayor Chin pointed out that under Bid Scope, Intent and Duration, in the bid document it states the period of the contract services will terminate five years after commencement. He asked if we are seeing the total cost here for five years of service or is this going to be something that we have to renew every year?

Mr. Wynn answered this cost is for this year.

Councilor Messinger stated that Atlantic Beach Environmental Stewardship Committee has always administered the tree trimming within the Town Center. They would just say we would get the same pricing. Atlantic Beach gets the entire city trimmed every year and they lump the Town Center in with that. Due to the scale of that, we realize a significant cost savings. They pass the per tree cost that they charge to the rest of Atlantic Beach on to us. They went through a standard procurement process. The vendor had communications with Neptune Beach and is giving us the same pricing per tree.

Mayor Brown stated that she would like to see in the future if we can bring the cost down.

Made by Messinger, seconded by Key.

**MOTION:**      **TO APPROVE BEACHES TOWN CENTER AND FIRST STREET TREE TRIMMING FOR A NOT TO EXCEED AMOUNT OF \$29,000**

Roll Call Vote:

Ayes:                      5-Key, Livingston, Messinger, Chin and Brown

Noes:                      0

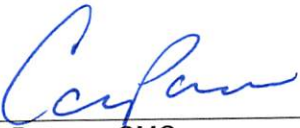
**MOTION CARRIED**

Adjournment

There being no further business, the Special Meeting adjourned at 6:11 p.m.

  
Elaine Brown, Mayor

ATTEST:

  
Catherine Ponson, CMC  
City Clerk

Approved: 9.7.2022

