



MINUTES
SPECIAL CITY COUNCIL MEETING
MONDAY, OCTOBER 17, 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, October 17, 2022, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

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.

Mayor Brown reported that Special Meeting Agenda Item 6 would be moved to the workshop immediately following the Special Meeting.

Res. No. 2022-08,
Employee
Handbook

Consideration of Adoption of Employee Handbook. Mr. Wynn explained that this project had been underway for many months. A consulting firm was hired and this is the culmination of that process. It has been reviewed by the City Attorney. It takes the existing Personnel Policy, Handbook and other employee policies and put them into one comprehensive employee handbook.

City Attorney Zachary Roth added that there are a few different documents that are out there that are inconsistent with each other and from a legal perspective, he strongly supports changing and having one document.

Councilor Messinger asked Mr. Roth if there were any noticeable changes that shifted policy on a higher level.

Mr. Roth stated that there were no changes that shifted policies. It clarifies the intent and things that were ambiguous.

Vice Mayor Chin questioned why this is coming before Council or is it for information only.

Mr. Roth reported that the previous policy had been adopted by resolution and it would need to be done the same way.

Councilor Key remarked that she would have liked to have seen the different iterations to see what we're doing in terms of refining things or changing things. She expressed that there was not a sufficient amount of time per our ordinance. The packet was received Friday at 5 p.m. for the Monday meeting. She finds it frustrating and it does not give time to get things collected and look at the documents. If Council is going to adopt it and her name is going to be attached to it, she would prefer to see the different iterations.

Made by Messinger, seconded by Key.

MOTION: **TO DEFER RESOLUTION NO. 2022-08 ADOPTING THE NEPTUNE BEACH EMPLOYEE HANDBOOK UNTIL THE NOVEMBER 7TH REGULAR CITY COUNCIL MEETING**

Roll Call Vote:

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

Noes: 0

MOTION CARRIED

CDBG Contract

Consideration of Approval of CDBG Public Service Grant Contract between COJ and CONB.

Senior Center Director Leslie Lyne reported that the grant amount is up to \$48,000.00. The grant started 21 years ago at \$118,000 and has progressively gone down as the economy changed. She has filled out the reports in timely fashion and is cohesive with all other contracts with COJ, HUD and the federal government.

Vice Mayor Chin stated that there have been questions regarding the Senior Center. There were also people wanting to see the paperwork. It is a part of this packet and he thanked Ms. Lyne for providing it. It answered some of his own questions and he can pass along information to residents.

Councilor Key pointed out that we get \$48,000 from the COJ but in salaries alone the amount is \$129,990.00. She questioned where do the monies come from to make up the difference.

Ms. Lyne explained that she does a travel club, which is a fundraiser. People give donations which augment it. The City up until this year put in \$20,000. There is also money made from classes.

Councilor Key remarked that she has asked for the entire Senior Activity Center cost from beginning to end multiple times. It has never been given to her.

Ms. Lyne stated that she thought she and Councilor Key were going to get together and discuss the costs.

Councilor Key said that she does not want to meet. She wants it in writing and be a formal document presented for all to share.

Ms. Lyne advised that she would get Councilor Key the information before the end of the week.

Ms. Lyne confirmed Councilor's Livingston's inquiry that traditionally the CDBG has been used for staff salaries.

Councilor Messinger remarked that it is positive that the grant is trending in the other direction.

Made by Key, seconded by Chin.

MOTION: **TO ACCEPT THE COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE CITY OF JACKSONVILLE IN THE AMOUNT OF \$48,000**

Roll Call Vote:

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

Noes: 0

MOTION CARRIED

CONB Bid 2022-03, Senior Center Exterior

CONB Bid No. 2022-03, Senior Center Exterior. Mr. Wynn explained that due to the amount of the bids received from the Invitation to Bid sent out, this has been kicked into a formal bid. A bid package has been put together. It has been reviewed by the Public Works Director and the City Attorney. The contractors who submitted bid previously have been notified their bids have been rejected and would need to resubmit. This needs Council approval to go back out to bid.

Councilor Messinger pointed out that the bid package lays out the porch construction and ADA access but did not include path access, parking and landscaping. He questioned what the budget would be related to the items not included. He also asked should we be asking for prices for that in a bid process.

Mr. Roth explained that we could do it as a separate project or lump it in with the current project. There is no legal distinction between the two. The path access, parking and landscaping would not exceed the \$300,000 limit from statute.

Councilor Messinger added that he was thinking that this was a component where people wanted the Senior Center to fit into the neighborhood. He sees it in the bid document further in the back. He questioned if we wanted to include this as a separate item.

Mr. Wynn commented that staff took the approach of getting the Senior Center open to begin generating revenue that it needs to operate. We could add the landscaping as an alternate bid but we would be setting ourselves back. The biggest piece is the porch and the exterior finishes so the Center can open.

Vice Mayor Chin wanted to make it clear that the reason we are going back to the bid process is one of the first bids crossed the threshold per Florida Statute. We are then required to a formal bid process.

Councilor Key questioned if we put this out to bid, do we have to choose the lowest bidder?

Mr. Roth advised that the lowest bidder does not have to be chosen. A bidder does not have to be chosen. All bids could be rejected. The bidder who is the lowest, most responsible qualifying bidder.

Councilor Key asked who is responsible for finishing the project.

Mr. Wynn stated that the City is hiring a project manager. Mr. Wynn put together the bid package. He has the time now and can focus on finishing the project. For the last two years, it has been a team effort led by him.

Councilor Key reiterated that she has zero understanding of the financial standing or funding needed for the Senior Activity Center because she has not been given anything that says from the very beginning including the purchase of the building, clearing the land and painting the building. We have yet to have a realistic idea or expectation of what is going to be spent. It does not matter where the funds come from, it matter that there is an idea. She stated that she feels like we are piecemealing it to get it open. She does not feel this is the proper way to do business. Promises were made to neighbors and let's honor those promises. She wants the Center to open but she needs more information.

Mayor Brown requested the information be sent to Council this week. She stated that we can move forward with the process of getting the bid out.

Councilor Livingston questioned if we could do the landscaping as an invitation to bid or even do a community effort. She also requested that we find out the costs and what would be involved with Public Works doing some work in-house. If there are certain materials that are needed, we would need to know that ahead of time.

Councilor Messinger agreed with Councilor Livingston as far as an invitation to bid for landscaping. There are local companies with the ability to do the work. Also, bringing in the community into it and looking at what aspects could be done by citizens. He also agreed with Councilor Key in having the numbers so we know the total all in completed number.

Vice Mayor Chin remarked it would be helpful to have a timeline to show phases so we know when certain aspects will start. We can bid for the different parts separately as long as we know it is part of the cohesive whole.

Made by Livingston, seconded by Chin.

MOTION: **TO APPROVE CONB BID NO. 2022-03, NEPTUNE BEACH SENIOR ACTIVITY CENTER PORCH AND EXTERIOR FINISHES BID PACKAGE**

Roll Call Vote:

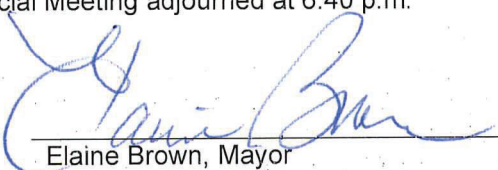
Ayes: 4-Messinger, Livingston, Chin, and Brown

Noes: 1-Key

MOTION CARRIED

Adjournment

There being no further business, the Special Meeting adjourned at 6:40 p.m.


Elaine Brown, Mayor

ATTEST:


Catherine Ponson, CMC
City Clerk

Approved: 11-7-2022

