



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**TUESDAY, NOVEMBER 29, 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 Tuesday, November 29, 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 (*via CMT*)

**STAFF:**

City Manager Stefen Wynn  
City Attorney Zachary Roth  
Police Chief Richard Pike  
Chief Financial Officer Danielle Dyer-Tyler  
Code Compliance Supervisor Piper Turner  
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.

**Smart North Florida**

Smart North Florida Quarterly Installments. Clayton Levins, Executive Director, Smart North Florida, reported that they have worked with the City in the deployment of specific technologies throughout the City, including Roadbotics and StormSensor. The City has signed a Memorandum of Understanding creating a Resiliency Lab focused on deploying resiliency-focused technologies to solve critical community problem statements in the City. He added that they have also partnered with UF and through the Flowbird parking app, parking data has been analyzed to show things such as peak parking times.

Mr. Levin advised that through the MOU, Smart North Florida would continue its work in expanding the Resiliency Lab in improving and identifying innovative solutions that could be applied to the parking program.

Made by Chin, seconded by Key.

**MOTION:**

**TO APPROVE THE QUARTERLY INSTALLMENTS TO SMART  
NORTH FLORIDA**

**Roll Call Vote:**

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

Noes: 0

**MOTION CARRIED**

Neptune House Lift Station     Neptune House Lift Station. City Manager Stefen Wynn explained that the existing lift station at Neptune House is inadequate and is unable to handle the current volume. This is a proposal to upgrade the lift station.

Made by Chin, seconded by Livingston.

**MOTION:**            **TO APPROVE THE NEPTUNE HOUSE LIFT STATION REPLACEMENT**

Roll Call Vote:

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

Noes: 0

**MOTION CARRIED**

Res. No. 2022-09, Employee Handbook     Resolution No. 2022-09, A Resolution of the City of Neptune Beach Amending the Employee Handbook.

Made by Livingston, seconded by Key.

**MOTION:**            **TO ADOPT RESOLUTION NO. 2022-09, AMENDING THE NEPTUNE BEACH EMPLOYEE HANDBOOK**

Roll Call Vote:

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

Noes: 0

**MOTION CARRIED**

CONB Bid 2022-03, Senior Center     CONB Bid No. 2022-03, Senior Center Porch and Exterior Finishes. Mr. Wynn stated that this is a culmination of the rebid of CONB 2022-03. There was one bid received in the amount of \$366,869.14 from Mesic Construction, that is for the exterior porch and does not include the landscape or hardscape.

Mr. Wynn reported the first Invitation to Bid went out in August 2022 after a design was received from Marquis Latimer + Halback(MLH) based on community feedback. That resulted in bids that did not match up with each other, and some prices came in at over \$300,000. It was then put out using a formal bid process in September, 2022. One nonconforming bid was received. The rebid was then issued and this is what is before Council.

Vice Mayor Chin stated that he reviewed the summary from Mesic Construction. Based on the little research he did, their profit is within the average expected range.

Councilor Key commented that she had still not received information she requested including what's left to finish the Senior Center, how much it is going to cost and how it is going to be funded. Her heartache is that she wants the Senior Center to open, and we have invested time and money. There have been promises to the neighbors and meetings about what it will look like. There is still not a grasp on how much it will cost.

Councilor Livingston remarked that we are at a point where we need to get the Senior Center back open but she has lingering questions, such as can we some of the work in-house. She would like to also know what would come after this since this does not include landscaping.

Councilor Messinger stated that based on MLH's estimates, we are looking at another \$165,000 to complete the project in its entirety. He added that it is important to plan things out properly. It is important to do what is right not only for the Senior Center, but for that neighborhood. We need to complete it in its entirety so it is something of value for the Seniors and the neighborhood.

Councilor Messinger commented that at the beginning, it was expressed that if the City fronts the funding, the Senior Center would chase down the dollars and make this effectively a tax-neutral project. He leans towards completing the project, including the parking and landscaping, as designed based on neighborhood and community feedback. The Senior Center would continue to raise dollars and pay back into the funds where those dollars are taken from, in effect, an interest-free loan to the Senior Center.

Mayor Brown remarked she would like to see an ADA-approved entrance and small porch installed so we can open as soon we can in January, 2023. We could go into the new year putting out bids again. The submitted bid is high no matter where the money comes from.

Councilor Messinger stated that he would like to see an entire package approved so we can open the Senior Center that the neighborhood and Community can be proud of. The entire package could be a "not to exceed" price based on MLH estimates. We could tie all contributed funds to the Senior Center that could be repaid in an eight-year period. It would be a tax-neutral project where we are effectively funding the money to the Senior Center.

Mr. Wynn answered Mayor Brown's request that in addition to the bid we currently have, we would need an estimated probable cost of \$195,000 for a total of \$561,869.14. This would include the parking and landscaping.

City Attorney Zach Roth advised these should be considered separately. There is a bid before Council that should be accepted or rejected. The question of then how you pay for the difference is discretionary. There is legal authority to place the imposition on the Senior Center to repay funds.

Councilor Key restated that she has asked multiple times for a final budget for the Senior Center and the exact cost. It has not been provided to her what it would take to get it over the finish line. This is the very last time she is going to make this request.

Vice Mayor Chin commented that we could set a not to exceed amount and that is going to be the final number. We could also be optimistic and there could be possible cost-cutting in 2023. He suggested reaching out to the Duval Tree Mitigation fund for trees. He also commented that his concern is losing the funding if we don't find a way to use the money for shovel-ready project. He agrees with fronting the money and asking the Senior Center to repay over whatever time period is set. He is amenable to moving forward with the bid based on these considerations.

Councilor Livingston asked how would the repayment of the funds work if we make it as a loan.

Mr. Roth advised that he does not picture it as a formal loan in the sense that there would be a promissory note. He looks at it as more of a budgeting mechanism with expectations set for staff by Council.

Councilor Livingston asked if we could defer voting on the bid or does it need to be voted on tonight based on the nature of the formal bid. She feels uncomfortable approving the bid with the cap being at the discussed amount and Senior Center Director Leslie Lyne is not present.



Mayor Brown remarked that she is hearing two options. One is to approve the bid with the cap at the discussed amount to be paid back over a period of time or defer until the December 5 meeting when Ms. Lyne can be present.

Councilor Key stated that the most palatable thing at this point and what makes the most sense is to make this a good product. The final position in checking all of the boxes is to loan the Senior Center the funds and the Senior Center pay it back.

Mr. Roth clarified that the bid package states the deadline would be 61 days after bid opening so the date could be January 16, 2023 for a decision.

Councilor Key expressed that she is ready to move forward with the repayment plan. If we don't do this now, then where is the money coming from.

Councilor Messinger agreed with Councilor Key.

Councilor Livingston stated that since we don't have to approve this tonight, she would like to include Ms. Lyne in the conversation.

Mayor Brown also stated she would also like to have Ms. Lyne present.

Made by Livingston, seconded by Key.

**MOTION:**            **TO DEFER ITEMS # 6 AND # 7 UNTIL DECEMBER 5, 2022**

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 7:28 p.m.

  
Elaine Brown, Mayor

ATTEST:

  
Catherine Ponson, CMC  
City Clerk

Approved: 1-3-2023

