



**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**MONDAY, MARCH 15, 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, March 15, 2021, at 6:00 p.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

**Attendance:****IN ATTENDANCE:**

Mayor Elaine Brown(*absent*)  
 Vice Mayor Fred Jones  
 Councilor Kerry Chin  
 Councilor Lauren Key(*absent*)  
 Councilor Josh Messinger

**STAFF:**

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 Moore  
 Community Development Director Kristina Wright  
 City Clerk Catherine Ponson

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

Vice Mayor Jones called the Special Meeting to order at 6:00 p.m. and Councilor Chin led the Pledge of Allegiance.

**City Manager  
 Announcement**

City Manager Stefen Wynn announced that after hearing from residents, the City is providing a code to enter into the parking kiosk and attend Council meetings without being charged to park. The Code, US74, will be activated until 9:00 p.m. The Code will be included on the agenda for each meeting.

**Public Comment**

Pat Hazouri, 207 Florida Boulevard, Neptune Beach, stated she had concerns for expenditures in Jarboe Park. She feels citizens have been misled. She commented that in a recent City Council meeting, the current City Manager tried to pass off the cost of the increase to the previous City Manager. She questioned who is responsible for the oversight. She requested the job be halted until there is a budget that we can afford.

Chuck McCue, 1908 3<sup>rd</sup> Street, Neptune Beach, commented on the costs of Jarboe Park. He stated he had concerns and asked when does it stop. He added that he noticed the bids are going to outside of Duval County. He asked if we could get bids from local contractors. He is also concerned about the infrastructure.

John Holmes, 914 4<sup>th</sup> Street, Neptune Beach, spoke regarding the fence on Bay Street. He said there is not enough room for people to pass. He complained about the sound and smell from the generator being used by Gruhn May, the company installing the pipe. He also questioned why no one was working on Friday and why aren't they working all of the time to get this project completed.

Mr. Wynn commented that, for the record, at no time during any meeting did he pass the blame to his predecessor.

CONB Bid No.  
2021-01, Jarboe  
Park Sport  
Courts

Approval of Recommendation of Selection Committee for CONB Bid No. 2021-01, Jarboe Park Court Improvements.

Mr. Wynn explained CONB 2021-01 is for Jarboe Park Sport Court Improvements. This has been a month-long process. An RFP was issued and was published in the local newspaper. An RFP process was followed. There were bids directly solicited and it was on a statewide bid process website. Two potential bidders attended the mandatory pre-bid meeting and on March 10, one bid from Court Surfaces, was submitted by the 2:00 p.m. deadline. A selection committee consisting of the City Clerk, City Manager, Public Works Director, Grants and Resiliency Coordinator and the Chief Financial Officer scored the bid and for a total of 375 points. The recommendation from staff is to award Court Surfaces the contract for CONB 2021-01. Their price submitted is \$498,775.

Mr. Wynn confirmed Councilor Chin's inquiry that the monies for this work were already allocated in a previous budget year and we are now finally using it. Mr. Wynn further explained that in FY 2020, the City had budgeted around \$800,000. Unfortunately, the City did not enter into a contract and we could not encumber funds until the next fiscal year. Since it is Better Jax Funds, the City can pool that cash together into another fiscal year. However, a budget adjustment will need to be made. This is one of the final steps in determining what the final budget adjustment needs to be.

Councilor Messinger remarked that one of the reasons the City is doing this project in a piecemeal manner and with different contractors is so City staff could do some of the work and act as the general contractor to realize cost savings throughout the project. It is more burdensome in the sense that more amendments would be brought forward.

Mr. Wynn stated that the City is managing the project. We are realizing the savings in that we have not hired a general contractor. That is why we are coming forward with any change orders. We are able to do more than what was originally thought with this space and do the major elements of Phases 1A, B, and C and do a project that is a little more effective. He added that if this had been a design-build project, change orders would come if they met the expected cost of the project. Since we have contracts for each piece, change orders would be brought forward, such as at the February 16, 2021, Special Council Meeting.

Vice Mayor Jones clarified that as far as the bid process goes, there are many platforms and opportunities that a business can register for. It is not as if the word is not getting out.

Councilor Chin stated that in case it was not clear, this is Better Jax money. Mr. Wynn clarified that this part is Better Jax money and we are still using funds from grants and donations for the other parts of the Park.

Made by Chin, seconded by Messinger.

**MOTION:**                    **TO AWARD CONB 2021-01 TO COURT SURFACES FOR JARBOE PARK COURT IMPROVEMENTS**

Roll Call Vote:

Ayes: 3 -Chin, Messinger, and Jones.

Noes: 0

Absent: Brown and Key

**MOTION CARRIED**

HVAC/Electrical/  
Plumbing for  
Senior Center

Approval of HVAC, Plumbing, and Electrical Work at Neptune Beach Senior Activity Center.

Mr. Wynn explained that the budget for donations for the Senior Center is \$171,000. The costs to remove the HVAC units and install new ground units, do the electrical work and connect to sanitary sewer are in the agenda tonight. He added that the plumbing quote is \$3,925, which is in the City Manager's approval range. However, the bigger project is over \$10,000, and he would need Council approval.

Councilor Messinger pointed out that all three of the contractors for this work are beaches contractors. He also commented that the total work for these items is \$70,000 leaving \$104,000 for the remaining for the exterior work. He wanted to be sure there would not be additional funds needed later for more electrical work inside. Mr. Wynn confirmed that it is wired in the inside and this connects the panel.

Councilor Messinger questioned if the HVAC units being removed would be able to be sold. Mr. Wynn stated the intent is to dispose of them in a manner consistent with Florida Statutes for the most money we could get. The vendor has no use for them and is unwilling to take them. Once they have been removed, they are unable to be warranted.

Councilor Chin asked if the ground units would be situated in such a way that they would not impact the residents along Strickland Road.

Mr. Wynn stated that the HVAC quote included installing them on the west side of the building.

Made by Chin, seconded by Messinger.

**MOTION:**      **TO APPROVE THE HVAC WORK FOR \$30,108.00, THE ELECTRICAL WORK FOR \$31,369.80 AND THE PLUMBING WORK FOR \$3,925.00 FOR THE NEPTUNE BEACH ACTIVITY CENTER**

Roll Call Vote:

Ayes: 3 -Messinger, Chin and Jones.

Noes: 0

Absent: Brown and Key

**MOTION CARRIED**

Res. No. 2021-  
06, Remote  
Attendance

Resolution No. 2021-06, A Resolution of the City Council of Neptune Beach, Florida Defining "Extraordinary Circumstances" That Would Allow a Member of the Council to Attend, Participate and Vote Remotely Under Certain Conditions; Providing for Automatic Approval of the Council for Such Participation in Covered Circumstances; Providing for Severability; and Providing an Effective Date.

City Attorney Zachary Roth explained that under the Sunshine Law, there has been an interpretation issued by the State Attorney, that a member of a government board is not able to appear in person or vote unless extraordinary circumstances exist. Putting some of the most common things in a resolution would keep from continuing to vote at the beginning of every meeting. This would be more efficient than an ad hoc approach.

Mr. Roth stated that one thing that there is no way around is that a quorum has to be physically present.

Made by Messinger, seconded by Chin.

**MOTION:** **TO APPROVE RESOLUTION NO. 2021-06, DEFINING "EXTRAORDINARY CIRCUMSTANCES" THAT WOULD ALLOW A MEMBER OF THE COUNCIL TO ATTEND, PARTICIPATE AND VOTE REMOTELY UNDER CERTAIN CONDITIONS**

Roll Call Vote:

Ayes: 3 -Chin, Messinger, and Jones.

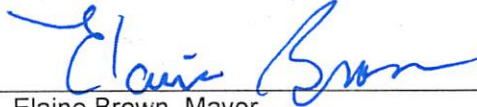
Noes: 0


Absent: Brown and Key

**MOTION CARRIED**

Adjournment

There being no further business, the Special Meeting adjourned at 6:35 p.m.

  
Elaine Brown, Mayor

Attest:   
Catherine Ponson, CMC  
City Clerk

Approved: 4-5-21

