



*"The Crossroads to the Future"*

## **Town Council Meeting Minutes**

**October 21, 2019**

**7:00 P.M.**

**Present at Meeting:** Mayor Fontes, Mr. Bass, Mr. Mellecker, Mrs. Shaw, Mrs. Kirk, Mrs. Graham, Mrs. Smith, Mr. Branham, Mrs. Knagge, Mr. Williams, two members of the Community, and two members of the Media.

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- I. **Call to Order** – Mr. Bass at 7:00PM
- II. **Pledge of Allegiance to Flag & Invocation** – Mr. Bass
- III. **Visitors Welcomed & Reminded Meeting Minutes are Being Recorded** – Mr. Bass
- IV. **Persons Wishing to Address Council – 3 Minute Limit**
  - Tanesha Parker – 76346 William Burgess Blvd., Yulee FL, 32097
    - NCEDB West Nassau had their manufacturing day 180 kids were exposed to locally to manufacturing companies as October is celebrated as Manufacturing Month, Hilliard and West Nassau high school both attended and took tours to Florida Sun Printing, Florida Machine Works, and Mooney's Custom Woodworking
  - Mike Cole – Keep Nassau Beautiful- 55114 Jewel- Thomas Road, Callahan FL, 32011
    - Sponsors Vystar & Wells Fargo had to back out financially
    - Knagge - Due to mix up they were left off the Agenda. Put on agenda next meeting
    - Secured the county building instead of the historical society in efforts to not conflict with the Hobos and Hot Rods event

## V. Minutes

- Motion to Approve the Minutes by Mr. Mellecker and 2<sup>nd</sup> by Mrs. Smith.
  - Discussion:
    - Mayor – salaries changed with a motion to approve the salary rate sheet for what everybody's salary was and not a 2% rate increase
    - Knagge – said she needed to fix the Scribner error that said 2% rate increase from previous minutes to reflect salaries were approved on the salary sheet
  - Motion Carried

## VI. Business

- Resolution 2019-R22 – Girl Scouts
  - Motion to approve a donation of \$300 by Mrs. Smith and 2<sup>nd</sup> by Mrs. Shaw
  - Discussion: None
  - Motion Carried
- Resolution 2019-R23 – Barnabas
  - Motion to approve a donation of \$500 by Mrs. Graham and 2<sup>nd</sup> by Mrs. Shaw
  - Discussion: None
  - Motion Carried
- Resolution 2019-R24 – Relay-4-Life
  - Motion to approve a donation of \$500 by Mrs. Graham and 2<sup>nd</sup> by Mrs. Smith
  - Discussion: None
  - Motion Carried
- Design Criteria Package Bid
  - Mayor – design build package done by an engineer
    - GAI – DCP 36, 392 RFP contract Not to exceed \$22,000
  - Motion to authorize the mayor to approve design 1.1A and 2 by Mr. Mellecker and 2<sup>nd</sup> by Mrs. Smith
  - Discussion:
    - Mr. Branham will be writing an addendum to meet state standards
  - Motion Carried
- DEO Grant Administrators
  - Mayor- 2 bids from (GAI and Fred Fox Enterprises)
  - Motion to use GAI for grant administration by Mr. Smith and 2<sup>nd</sup> by Mrs. Shaw
  - Discussion: None
  - Motion Carried

- Planning & Zoning – Speedbumps
  - Mayor- planning and zoning board ask the council to consider putting speedbumps on 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> from Warrior Drive to Mickler Street
  - Council declined
- Department of Economic Opportunity Grant Update
  - Mayor- once he gets the addendum back to GAI they will have the RFP grant design criteria packet ready to be submitted to a contractor

## **VII. Review & Approval of Town Expenditures**

- General Fund
  - Week of October 10<sup>th</sup>, 2019 \$ 6,607.41
  - Motion to approve \$ 6,607.41 for General Fund by Mr. Shaw and 2<sup>nd</sup> by Mrs. Smith
  - Discussion: None
  - Motion Carried
  
  - Week of October 18<sup>th</sup>, 2019 \$ 8,698.27
  - Motion to approve \$ 8,698.27 for General Fund by Mr. Mellecker and 2<sup>nd</sup> by Mrs. Shaw
  - Discussion: None
  - Motion Carried
- Water & Sewer Fund
  - Week of October 10<sup>th</sup>, 2019 \$ 12,215.95
  - Motion to approve \$ 12,215.95 for Water & Sewer Fund by Mrs. Shaw and 2<sup>nd</sup> by Mrs. Smith
  - Discussion: None
  - Motion Carried
  
  - Week of October 18<sup>th</sup>, 2019 – \$ 8,031.24
  - Motion to approve \$ 8,031.24 for Water & Sewer Fund by Mrs. Smith and 2<sup>nd</sup> by Mr. Mellecker
  - Discussion: None
  - Motion Carried
- Water & Sewer Adjustments- None

## **VIII. Around the Council Table**

### **➤ Mayor**

- CES – Run for FUN December 14<sup>th</sup> last year \$200 sponsorship- Council consensus for same
- Thanksgiving luncheon as appreciation for staff - please contribute to Mrs. Knagge
- Absent next Meeting
- Grand Marshall for Christmas is Sheriff Bill Leaper – Breakfast beforehand for sponsors December 7<sup>th</sup> 9am- like the Council to do the same as last breakfast

- Christmas Party - December 13<sup>th</sup> we need sign up earlier rather than later for gifts
- Fund numbers from 10/01/2018- 09/30/2019: General Fund: \$1,400,000 to \$1,700,000 Water/ Sewer Fund: \$356,000 to \$324,000 Water / Sewer Reserve Fund: \$168,000 to \$282,000
- Salaries of elected officials – like to do a charter amendment and referendum on the November 2020 Ballot – employed Town Clerk and Town Manager with the Mayor no longer CEO

➤ **Mrs. Smith – Parks -**

- To Mayor GAI- engineering for project is \$500,000

➤ **Mrs. Graham – Water & Sewer -** Nothing

➤ **Mrs. Kirk – Treasurer -** Nothing

➤ **Mrs. Shaw – Streets -** Nothing

➤ **Mr. Mellecker – Zoning -** Nothing

➤ **Mr. Branham – Attorney -** Nothing

➤ **Mrs. Knagge – Clerk -** Nothing

➤ **Mr. Williams – Town Manager -** Nothing

➤ **Mr. Bass – Council President & Fire –**

- Have been attending the traffic meetings with the FDOT in Jacksonville about Lem Turner being made into a 4-lane road and there will be another meeting coming up at the end of the month
- The Mayor said they put a monitor on a pole on Mickler and 301, Mr. Bass said the meetings he has been going to is that of maybe a school light and or traffic light in that area because he has been pushing for that for many years now
- They are supposed to start with lighting on Old Dixie Hwy as well as Ratliff Road soon

**IX. Adjourn**

- Motion to adjourn by Mr. Mellecker and 2<sup>nd</sup> by Mrs. Shaw.
- Motion Carried.
- Time: **7:46 PM**

  
**John Kenneth Bass, Council President**

  
**Stephanie Knagge, Town Clerk**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.