

May 4, 2020

**CITY OF BRISTOL  
SPECIAL MEETING**

6:30 P.M.

Chairman Durwood Stewart called this virtual meeting to order with Councilmembers Tom Clemons, and Vice-chair Margaret Rankin present. Mayor Heather Willis, Attorney D. Jackson Summers, and City Clerk Robin Hatcher were also present. Councilmembers Charlotte Shuler and Jon Allen were not in attendance.

Public Works Supervisor Rocky Peddie offered the invocation. Chairman Stewart led the Pledge of Allegiance.

Vice-chair Rankin moved to approve the agenda, seconded by Councilman Clemons, approved by all.

There were no public comments.

Mayor Willis read aloud, by title, Resolution #2020-10, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MAY 5 – MAY 11, 2020. Councilman Clemons moved to adopt Resolution #2020-10, seconded by Vice-chair Rankin, carried by all.

Vice-chair Rankin moved to adjourn, seconded by Councilman Clemons, all voted in favor. Meeting adjourned at 6:36 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

**CITY OF BRISTOL**

Monday, May 11, 2020

REGULAR (Virtual) MEETING

6:30 p.m.

Chairman Durwood Stewart called this meeting to order with Council-members Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Mayor Heather Willis, Attorney Jackson Summers, and City Clerk Robin Hatcher were also present.

Public Works Supervisor Rocky Peddie offered the invocation. Chairman Stewart led the Pledge of Allegiance.

Councilman Clemons moved to approve the agenda, seconded by Vice-chair Rankin, carried by all.

Vice-chair Rankin moved to approve the previous month's minutes, seconded by Councilman Clemons, all voted in favor.

Councilman Clemons moved to approve the monthly bills for payment, seconded by Vice-chair Rankin, approved by all.

There were no public comments.

Mr. Jeff O'Bryan requested that the Council grant a hardship waiver granting him permission to connect proposed new developments on Miller Rd. and Nobles Rd. to private septic tanks rather than connect to the City's central low-pressure sewer system. The Council tabled this item until the May 18, 2020 Special Meeting.

Clerk Hatcher advised the Council that the American Cancer Society was seeking a donation in support of their annual fund raising drive. The Council tabled this item until the May 18, 2020 Special Council Meeting.

Mayor Willis read aloud, by title, Resolution #2020-11, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MAY 12 – MAY 18, 2020. Councilman Clemons moved to adopt Resolution #2020-11, seconded by Vice-chair Rankin, approved by all.

Councilman Clemons moved to waive late fees and disconnects for non-payment for the month of May 2020 due to COVID-19, seconded by Councilwoman Shuler, carried by all.

Chairman Stewart called Special Meetings to be held on May 18, May 26, and June 1, 2020 at 6:30 p.m.

Engineer Noah Byler announced the bids received for construction of a FDOT SCOP resurfacing project. They were received as follows:

Roberts and Roberts, Inc.	\$168,957.80
C.W. Roberts Contracting, Inc.	\$221,794.80

Councilman Clemons moved to award the FDOT SCOP Harvell and Virginia G Weaver St. Resurfacing Project to the lowest responsive bidder, Roberts and Roberts Contracting, seconded by Vice-chair Rankin, approved by all.

Engineer Byler announced the bids received for the DEO CDBG Watermain Replacement Project. They were received as follows:

Gulf Coast Utility Contractor

North Florida Construction, Inc.

Service Area 1 Base Bid: \$786,740.00  
Service Area 2 Bid: \$ 65,975.00  
Alternate Bid #1: \$ 42,500.00

Service Area 1 Base Bid: \$717,139.00  
Service Area 2 Bid: \$ 80,576.00  
Alternate Bid #1: \$ 45,614.00

All bids came in above budget. The Council tabled this item and approved Engineer Byler to revise the scope of work with DEO's approval and work with the low bidder, North Florida Construction, to try to bring the project within budget without compromising the integrity of the project.

Per Operator Wahlquist's request, Councilwoman Shuler moved to approve an emergency repair for \$1617.50 for chlorine scales at the Copley Well, seconded by Councilman Clemons, all voted in favor.

Per Fire Chief Dale Hobby's urging, Councilman Clemons moved to issue a Burn Ban within the City of Bristol until further notice, seconded by Vice-chair Rankin, carried unanimously.

Clerk Hatcher notified the Council that based upon the final scoring results of the Main Street and Walnut Street FDOT SCOP Resurfacing Project, Capital Asphalt, Inc. is disqualified from bidding on any City of Bristol projects until March 19, 2025.

Councilman Clemons moved to close Harvell Street on May 22, 2020 for the LCHS Graduation Ceremony, seconded by Vice-chair Rankin, carried by all.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilman Clemons, all voted in favor. Meeting adjourned at 7:50 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

**CITY OF BRISTOL**

Monday, May 18, 2020

SPECIAL (Virtual) MEETING

6:30 p.m.

Chairman Durwood Stewart called this meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Mayor Heather Willis, Attorney D. Jackson Summers, and City Clerk Robin Hatcher were also present.

Public Works Supervisor Rocky Peddie offered the opening prayer. Chairman Stewart led the Pledge of Allegiance.

Councilman Clemons moved to approve the agenda, seconded by Vice-chair Rankin, all voted in favor.

Following dialogue between the City Council and Kyle Rogers, Project Superintendent with Culpepper Construction, James Flowers, Vice-chair Liberty County School Board, and Kevin Williams, Director of Transportation and Maintenance LC School Board, Councilman Tom Clemons moved to allow North Florida Construction to extend a 6" waterline from the 6" main on Harvell Street along city right-of-way on Harvell Street to the point of connection for the new Liberty Co. High School, with a water meter to be located on/adjacent to the ROW outside of fencing, with Chuck Roberts to be the responsible party. This motion was seconded by Vice-chair Rankin and carried unanimously.

Engineer Byler informed the Council that he had worked with North Florida Construction to bring the CDBG Watermain Replacement Project within budget and recommended awarding this project to them as the lowest responsive bidder, contingent upon DEO's approval of the revised design/scope of work. Councilman Allen moved to award the CDBG Watermain Replacement Project to North Florida Construction contingent upon DEO's approval, seconded by Councilwoman Shuler, carried by all.

Third party FEMA Consultant Traci Buzbee informed the Council that although FEMA had offered a Hazard Mitigation Proposal with specs for making repairs, including re-roofing specs, at city properties; and although the City had accepted FEMA's proposal which was the basis of the specs used in preparing the advertisement for bids to re-roof city properties; on the date that bids were due FEMA withdrew their original HMP, and offered a new HMP with significantly different specs for re-roofing. Ms. Buzbee recommended not moving forward with re-roofing City properties until FEMA has signed and finalized their acceptance of their proposed HMP to ensure that the roofs are repaired according to the final HMP re-roofing specs, otherwise FEMA HM funding would be forfeited for failure to repair to specs. Following her statement, Clerk Hatcher advised the Council that one bid, submitted by Kolin Garcia of KMG Roofing, had been received for re-roofing city properties. Councilwoman Shuler moved to reject all bids and readvertise once FEMA signs and approves an HMP for City properties, seconded by Vice-chair Rankin, all voted in favor.

Councilman Clemons moved to follow City Ordinance and Florida Statutes related to mandatory sewer connections where central sewer is available and not extend a hardship waiver to Mr. Jeff O'Bryan at his properties located on Miller Road and Nobles Road, seconded by Councilwoman Rankin, carried by all.

Attorney Summers followed up on Council's inquiry whether public funds could be legally used as donations to organizations such as the American Cancer Society. He stated that Attorney General's Advisory Opinion 2006-12 indicates yes, if a finding of a public benefit or purpose is identified when approving the donation. Councilman Clemon's moved to require any

person or organization seeking a donation to present a statement before the Council telling how the donation provides a public benefit or serves a public purpose prior to the Council taking any action to approve a donation, seconded by Councilman Allen, all voted in favor.

Mayor Willis read aloud, by title, Resolution #2020-12, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MAY 19 – MAY 25, 2020. Councilman Clemons moved to approve Resolution #2020-12, seconded by Vice-chair Rankin, approved by all.

There were no public comments.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilwoman Shuler, all voted in favor. Meeting adjourned at 7:38 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

Tuesday, May 26, 2020

**CITY OF BRISTOL**  
SPECIAL (Virtual) MEETING

6:30 P.M.

Chairman Durwood Stewart called this meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, Jon Allen, and Vice-chair Margaret Rankin present. Attorney D. Jackson Summers and City Clerk Robin Hatcher were also present. Mayor Heather Willis was not in attendance.

Public Works Supervisor Rocky Peddie offered the invocation. Chairman Stewart led the Pledge of Allegiance.

Vice-chair Rankin moved to approve the Agenda, seconded by Councilwoman Shuler, all voted in favor.

Attorney Summers read aloud, by title, Resolution #2020-13, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE MAY 26 – JUNE 1, 2020. Councilman Clemons moved to adopt Resolution #2020-13, seconded by Vice-chair Rankin, carried by all.

Clerk Hatcher advised the Council that two proposals were received on May 22, 2020 for Professional Engineering Services for a SEARCH Grant for USDA and SRF funded Wastewater Improvement Projects. Proposals were submitted by Dewberry Engineers, Inc. and Municipal Engineering Services, Inc. She distributed a Ranking Sheet and a copy of each proposal to each Councilmember for their individual review and ranking, with ranking sheets to be returned to her prior to May 29, 2020 and results to be announced at the Special Meeting to be held on June 1, 2020.

Per Fire Chief Hobby, and with the consensus of the Council, the Fire Ban inside the City of Bristol was lifted due to improved conditions for burning. Fire Chief Hobby reiterated that, as always, fires larger than 8 ft. x 8 ft. require that a burn permit be obtained from the Division of Forestry.

There were no public comments.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilman Clemons, all voted in favor. Meeting adjourned at 6:50 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher