

CITY OF BRISTOL

Monday, June 1, 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 invocation. Chairman Stewart led the Pledge of Allegiance.

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

Mayor Willis read Resolution #2020-14, by title, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE JUNE 2 – JUNE 8, 2020. Councilman Clemons moved to adopt Resolution #2020-14, seconded by Vice-chair Rankin, carried unanimously.

Councilman Clemons moved to waive all Hurricane Michael related building permit fees pulled by Liberty Strong, seconded by Vice-chair Rankin, all voted in favor.

Clerk Hatcher informed the Council that after tallying the ranking sheets, the top ranking engineering firm for the SEARCH Grant-USDA/SRF Projects was Dewberry Engineering, Inc. The Council will begin negotiations with Dewberry Engineering on June 8.

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

Monday, June 8, 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. 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.

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

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

Vice-chair Rankin moved to approve the monthly bills for payment, seconded by Councilwoman Shuler, carried by all.

Councilman Clemons moved to approve issuance of a Notice of Award to North Florida Construction for the CDBG Water-main Replacement Project as amended and approved by DEO and to authorize Mayor Willis to execute the Agreement with North Florida Construction for Service Area #1 for \$419,837.50. Vice-chair Rankin seconded this motion. The motion carried unanimously.

After some discussion regarding renewing Bristol's MOA with Ferrovial Services to maintain SR20 from the Trammell Bridge to Freeman Road and SR 12 from SR20 to the City's water well, the Council tabled Agenda Item 8 until Mr. Benny Jacobs of Ferrovial and Public Works Supervisor Peddie could meet and develop a specific written plan of action/contract requirements and terms for the Council to review.

Contingent upon compliance with the City of Bristol's Procurement Policy and with proper documentation, Councilman Clemons moved to approve Operator Wahlquist to purchase and install two Air Valve Actuators at the WWTF, not to exceed \$2,760.53 each, seconded by Vice-chair Rankin, approved by all.

Contingent upon compliance with the City of Bristol's Procurement Policy and with proper documentation, Councilman Clemons moved to approve Operator Wahlquist to purchase and install a second 8" Electronic Actuator Valve at the WWTF, not to exceed \$6,722.30, seconded by Vice-chair Rankin, carried unanimously.

Mayor Willis read aloud, by title, Resolution #2020-15, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE JUNE 9 – JUNE 15, 2020. Vice-chair Rankin moved to adopt Resolution #2020-15, seconded by Councilwoman Shuler, all voted in favor.

Councilwoman Shuler moved to waive late fees and disconnects for non-payment for June 2020 due COVID-19, seconded by Vice-chair Rankin, carried by all.

Chairman Stewart call for Special Virtual Meetings to consider COVID-19 related issues to be held at 6:30 p.m. on June 15, June 22, and June 29, 2020.

Agenda Item 14, ROW Permit request by Southern Light on CR12 at the new high school, was deferred to the LCBCC Building Department since the work is located on a county owned right-of-way.

Mayor Willis read aloud, by title, Resolution #2020-16, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISTOL, FLORIDA, AUTHORIZING THE CHAIRMAN TO EXECUTE AND ENTER INTO THE “STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION SMALL COUNTY OUTREACH PROGRAM AGREEMENT” FOR THE RESURFACING OF HARVELL STREET AND VIRGINIA G. WEAVER STREET; AND PROVIDING FOR AN EFFECTIVE DATE. Vice-chair Rankin moved to adopt Resolution #2020-16, seconded by Councilwoman Shuler, carried by all.

After negotiating with the top ranking firm, Dewberry Engineers, Inc., to provide professional engineering services and perform the USDA SEARCH Grant’s Scope of Work and deliverables as identified in the RFP for an amount not to exceed \$30,000, Councilman Clemons moved to award the Professional Engineering Services Agreement for the USDA SEARCH Grant to Dewberry Engineers, Inc., seconded by Vice-chair Rankin, all voted in favor.

Vice-chair Rankin moved to table Agenda Item 17, Dewberry Task Order proposing to provide Professional Engineering Services for a fee of \$275,000, under their continuing services contract, for the City of Bristol’s Rural Infrastructure Grant (RIF), seconded by Councilman Clemons, all in favor.

Councilman Clemons moved to approve execution of a proposed contract amendment extending the City’s SRF Emergency Loan Agreement with DEP for Hurricane Michael related wastewater system repairs, seconded by Vice-chair Rankin, unanimously carried.

Mayor Willis informed the Council that she had received inquiries about the Fusion Church housing residents on premises. The Council directed Attorney Summers to issue a Cease and Desist Notice to the Fusion Church until a completed ADA compliant site plan is submitted, a Site Plan Hearing is held, and Site Plan approval is obtained.

The Council directed Attorney Summers to issue a Cease & Desist Notice to James Lee related to his Auto Repair Shop on his residential property where he resides.

The Council directed Code Enforcement Officer Mitch Willis to send notices out to all active code enforcement cases notifying violators that the City of Bristol will resume code enforcement on July 1, 2020.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilman Clemons, all voted in favor. Meeting adjourned at 8:16 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

CITY OF BRISTOL

Monday, June 15, 2020

SPECIAL (Virtual) MEETING

6:30 P.M.

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

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

Councilman Clemons moved to approve the agenda, seconded by Councilwoman Shuler, all voted in favor.

There were no public comments.

Mayor Willis read aloud, by title, Resolution #2020-17, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE JUNE 16 – JUNE 22, 2020. Councilwoman Shuler moved to adopt Resolution #2020-17, seconded by Councilman Clemons, carried unanimously.

By general consensus, the Council authorized the Volunteer Fire Department to apply for a Georgia Pacific Grant ranging from \$3k-\$5k and to apply for a LEARY Grant to be used as matching funds for the fire truck purchase or for equipment/gear, with the fire truck matching funds being the preferred use of the LEARY Grant.

There being no further business, Councilman Clemons moved to adjourn, seconded by Councilwoman Shuler, all voted in favor. Meeting adjourned at 6:45 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

Monday, June 22, 2020

CITY OF BRISTOL
SPECIAL (Virtual) MEETING

6:30 P.M.

Chairman Durwood Stewart called this Special City Council Meeting to order with Councilmembers Tom Clemons, Charlotte Shuler, and Vice-chair Margaret Rankin present. Attorney D. Jackson Summers and City Clerk Robin Hatcher were also present. Councilman Jon Allen and Mayor Heather Willis 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 Councilwoman Shuler, all voted in favor.

City Auditor, Chris Moran, CPA, Moran & Smith, LLP presented the Audit Report and Financial Statements to the Council for FY ending September 30, 2019. There were no findings. Councilman Clemons moved to accept the Audit Report and Financial Statements as presented, seconded by Vice-chair Rankin, all voted in favor.

PUBLIC HEARING

Chairman Stewart opened a Public Hearing to discuss the proposed purchase of a new fire truck to be funded by a USDA Loan/Grant combination. He turned the floor over to Mrs. Mary Gavin, Technical Assistance Provider with SERCAP to describe the proposed fire truck project, and to discuss the application status and terms of the Loan/Grant Agreement with USDA. Mrs. Gavin explained the proposed project to purchase a new fire truck and application process for the Community Facilities Loan and Grant Program. In addition, she presented the Loan Resolution approving purchase of a new fire truck for the City of Bristol Volunteer Fire Department. Chairman Stewart opened the floor to the public for comments or questions. There being no public comments, Chairman Stewart closed the Public Comment Period. Following Council discussion, a motion was presented by Councilman Tom Clemons to approve the Loan Resolution and accept a proposed USDA Community Facilities Loan in the amount of \$178,800 and a Community Facilities Grant in the amount of \$96,200. The motion was seconded by Vice-chair Margaret Rankin. All present voted yes to accept the loan and grant as presented by unanimous vote of 4:0 by Councilmembers Tom Clemons and Charlotte Shuler, Vice-chair Margaret Rankin, and Chairman Durwood Stewart. Heather Willis, Mayor will execute all USDA, Rural Development Community Facilities application documents on behalf of the City of Bristol. Chairman Stewart closed the Public Hearing.

Chairman Stewart read aloud, by title, Resolution #2020-18, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE JUNE 23 – JUNE 29, 2020. Vice-chair Rankin moved to adopt Resolution #2020-18, seconded by Councilman Clemons, carried by all.

Vice-chair Rankin moved to approve advertising to fill 1 temporary, part-time contract labor position to work 25-30 hours per week, to be paid \$12/hour, seconded by Councilmember Shuler, all voted in favor.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilmember Shuler, all voted in favor. Meeting adjourned at 7:17 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher

Monday, June 29, 2020

CITY OF BRISTOL
SPECIAL (Virtual) MEETING

6:30 P.M.

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

Mayor Heather Willis 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.

There were no public comments.

Mayor Willis read aloud, by title, Resolution #2020-19, A RESOLUTION FOR THE DECLARATION OF A LOCAL STATE OF EMERGENCY EXTENSION DUE TO COVID-19, EFFECTIVE JUNE 30 – JULY 6, 2020. Vice-chair Rankin moved to adopt Resolution #2020-19, seconded by Councilman Clemons, carried unanimously.

Chairman Stewart scheduled an in-person workshop at City Hall with City Planner Tony Arrant to be held on Thurs., July 9th at 6:00 p.m. to discuss the City's Land Development Code,

Agenda Item 7, discussion of Ferrovia Services MOA Agreement, was tabled until Public Works Supervisor Rocky Peddie produces a written list of contract requirements and terms for the Council's further consideration. The City will continue to maintain the state road ROWs under the current agreement, at the same rate of compensation, until such time as the Council executes a new MOA or terminates the current MOA.

There being no further business, Vice-chair Rankin moved to adjourn, seconded by Councilwoman Shuler, all voted in favor. Meeting adjourned at 7:12 p.m.

Chairman: Durwood Stewart

City Clerk: Robin M. Hatcher