

CATHERINE D. ROBINSON  
*MAYOR*

JOHN ROGERS  
*VICE-MAYOR*

DAN DAVIS  
*CITY MANAGER*



*Crossroads of Flagler County*

*COMMISSIONERS:*

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

## **BUNNELL CITY COMMISSION MINUTES**

**Monday, January 9, 2017**

**7:00 PM**

201 West Moody Boulevard,  
City Commission Chambers - Building 3  
Bunnell, FL 32110

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- A. Call Meeting to Order and Pledge Allegiance to the Flag**  
Mayor Robinson called the meeting to order at 7:00 PM and led the pledge to the flag.  
**Roll Call: Present:** Mayor Catherine D. Robinson, Vice Mayor John Rogers, Commissioner Elbert Tucker, Commissioner Bill Baxley, Commissioner Bonita Robinson, City Attorney Wade Vose, City Manager Dan Davis, and City Clerk Sandra Bolser.  
**Invocation for our Military Troops and National Leaders**  
Vice Mayor Rogers led the invocation.
- B. Introductions, Commendations, Proclamations, and Presentations:**  
**B.1. Proclamation: School Choice Week.**  
Mayor Robinson read the proclamation aloud.  
**B.2. Presentation: Promotion of Shane Tully to Corporal.**  
Chief Foster introduced Shane Tully and presented him with his Corporal stripes.
- C. Consent Agenda:**  
**C.1. Approval of Warrant**  
a. 2017 01 09 Warrant  
**C.2. Approval of Minutes**  
a. 2016 04 18 Parks & Recreation Advisory Committee Minutes  
b. 2016 12 21 City Commission Special Meeting Minutes  
**C.3. Blanket Purchase Order for Summerville Electric and request to renew the piggy-back of St. Augustine's agreement for traffic signal service.**  
**C.4. Request for Blanket Purchase Order to Ten-8 Fire.**  
**C.5. Updating Personnel Policies 400.0 Salary Administration & 403.0 Pay Procedures**  
**C.6. City Manager's Monthly Report**  
**Motion:** Approve the Consent Agenda.  
**Motion by:** Vice Mayor Rogers  
**Seconded by:** Commissioner Baxley  
**Board Discussion:** None.  
**Public Comments:** None.

**Vote:** Motion carried 5-0.

**D. Public Comments:**

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

Carmella Sweeney, Hope Bodin, Jermaine Bucknor, Abby Carver, Christina Courson, Margaret D'elia, Chasey Pannell and Karissa Jackson, from Flagler H.E.L.P., addressed the Commission. Flagler H.E.L.P. works to assist low income seniors in Bunnell. They have completed a number of projects and wish to hold a benefit fair in March at the Coquina City Hall. They asked the City to consider sponsoring the event.

Justin White addressed the Commission. He expressed his praise for City Manager Dan Davis and Public Works Director Perry Mitrano in assisting with getting answers and working to find a solution for the smoke produced by Environmental Land Services even though the business is not under Bunnell jurisdiction.

**E. Ordinances: (Legislative):**

**E.1.** Ordinance 2016-21 Changing the Future Land Use Designation of Approximately 39.27 Acres of Property from Bunnell Single Family Low Density and Commercial Medium to Bunnell Single Family Medium Density. – Second Reading: Attorney Vose read the short title into the record. Acting Community Development Director Kristen Bates reviewed the proposed Ordinance.

**Motion:** Adopt Ordinance 2016-21 Changing the Future Land Use Designation of Approximately 39.27 Acres of Property from Bunnell Single Family Low Density and Commercial Medium to Bunnell Single Family Medium Density.

**Motion by:** Commissioner Tucker

**Seconded:** Commissioner Robinson

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**E.2.** Ordinance 2016-22 Changing the Zoning Designation on Approximately 39.27 Acres of Property from Bunnell R-1, Single Family Residential to Bunnell R-2, Multiple Family Residential. – Second Reading: Attorney Vose read the short title into the record. Acting Community Development Director Kristen Bates reviewed the proposed Ordinance.

**Motion:** Adopt 2016-22 Changing the Zoning Designation on Approximately 39.27 Acres of Property from Bunnell R-1, Single Family Residential to Bunnell R-2, Multiple Family Residential.

**Motion by:** Vice Mayor Rogers

**Seconded:** Commissioner Baxley

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**E.3.** Ordinance 2017-01 Voluntarily Annexing ±.40 acres of Property Located in Unincorporated Flagler County. -First Reading Attorney Vose read the short title into

the record. Acting Community Development Director Kristen Bates reviewed the proposed Ordinance. The applicant, Thea Mather, was present to answer any questions.

**Motion:** Approve Ordinance 2017-01 Voluntarily Annexing ±.40 acres of Property Located in Unincorporated Flagler County.

**Motion by:** Commissioner Baxley

**Seconded:** Vice Mayor Rogers

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**E.4. Ordinance 2017-02 Moratorium on Medical Marijuana Dispensaries - First Reading:** Attorney Vose read the short title into the record and reviewed the proposed Ordinance. He explained this action would not prohibit a person's use of medical marijuana, but impacts development for locations which would dispense medical marijuana.

**Motion:** Approve Ordinance 2017-02 Moratorium on Medical Marijuana Dispensaries - First Reading.

**Motion by:** Commissioner Tucker

**Seconded:** Commissioner Baxley

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**F. Resolutions: (Legislative): None**

**G. Old Business: None**

**H. New Business:**

**H.1. Request to Appoint three (3) Canvassing Board Members for the March 7, 2017 Election.**

This item was introduced by City Manager Dan Davis.

**Board Discussion:** Commissioner Tucker volunteered to participate on the Canvassing Board. In addition, he recommended Roger Thompson, a Bunnell citizen, to serve on the Board. The Canvassing Board will be composed of a representative from the City Clerk's Office, Commissioner Tucker and Roger Thompson.

**Public discussion:** None.

Note: No vote was taken.

**H.2. Request to purchase a 2007 Sterling truck with a Vac-Con V311 LHA/1000 tank from the City of Palm Coast in the amount of \$75,000.00.**

This item was introduced by Public Works Director Perry Mitrano. He explained the City examined the vehicle and it has been well maintained. This vehicle would replace the existing one owned by the City. The funds for the purchase are in the current budget.

**Motion:** Approve the purchase of a 2007 Sterling truck with a Vac-Con V311 LHA/ 1000 tank from the City of Palm Coast for \$75,000.00.

**Motion by:** Vice Mayor Rogers

**Seconded:** Commissioner Tucker

**Board Discussion:** Vice Mayor Rogers advised the City would most likely get 20,000.00 to \$30,000.00 for the City's Vac-Con truck at auction so a portion of the cost would be earned back by the City. Commissioner Robinson asked if the City would be able to complete repairs on the new truck and the Public Works Director advised the City mechanics could complete the repairs and maintenance on this truck.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**H.3.** Discussion for the installation of residential/municipal street speed humps on Hymon Circle.

This item was introduced by Commissioner Robinson. She has talked with a number of citizens on the south side of the City and gathered signatures on a petition. The residents in the area of Dr. Martin Luther King Jr. Avenue, E. Booe Street, and Hymon Circle feel speeding is a problem the City needs to address with speed bumps.

**Board Discussion:** City Manager Dan Davis advised staff is asking for direction on how the Commission would like to proceed. This cost is not budgeted and there is no data to indicate where the highest need for intervention exists. In order to make an accurate determination, the City should gather data in the same way done for the Colony Park request. Additionally, in future budgets, the Commission may want to start including a small budget for speed bumps to be able to address this type of request. Commissioner Baxley asked about the cost or number of speed bumps being proposed. That information was not available. Commissioner Tucker advised the decision need to be based on data and what is truly happening in the area.

**Public discussion:** James William from the Tabernacle of Deliverance Church on E. Booe St. commented speed bumps are needed in the area. Visiting churches have commented on how fast cars have passed the church on service days.

**Vote:** No vote was taken. Direction was given for City staff to conduct research and try other traffic safety measures in the area. Once data has been gathered, the Commission would like to revisit the issue.

**H.4.** Approval of the USDA Letter of Conditions Amendment No. 1.

This item was introduced by Finance Director Stella Gurnee. The conditions of the amendment were explained.

**Motion:** Approve the USDA Letter of Conditions Amendment No. 1.

**Motion by:** Commissioner Robinson

**Seconded:** Vice Mayor Rogers

**Board Discussion:** Commissioner Baxley asked if there was a cost to the City. Finance Director Stella Gurnee reported this would be 100% grant funded.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**H.5.** City Manager Annual Evaluation and Approval of Salary Increase.

This item was introduced by Mayor Robinson. A summary of the City Manager evaluation was provided and it was explained the input from each Commissioner was included in the agenda backup.

**Motion:** Approve a \$4,500.00 salary increase.

**Motion by:** Commissioner Tucker

**Seconded:** Mayor Robinson

(Mayor Robinson passed the gavel to Vice Mayor Rogers to be able to second the Motion)

**Board Discussion:** There was discussion by the Commission about the cost of the salary increase, what funds were currently available, and where other funds could be located. Commissioner Tucker advised that other City Managers in a comparable city earn an average of \$85,000.00. Mayor Robinson stated Mr. Davis is doing a very good job and received a good rating from all Commissioners. Commissioner Baxley asked what other City employees earn for merit increases. Staff advised employees can earn up to a 2% pay increase for an above average performance evaluation. He believes the City Manager's increase should be the same as other employees.

**Public discussion:** Perry Mitrano addressed the Commission and advised it is an honor to work for Dan Davis. The changes he has made to the office and the improvement in moral makes employees want to come to work now.

**Vote:** Motion failed to pass 2-3.

**Yes:** Mayor Robinson; Commissioner Tucker

**No:** Vice Mayor Rogers; Commissioner Baxley; Commissioner Robinson

**Motion:** Approve a 2% salary increase to include any other additional benefits.

**Motion by:** Commissioner Tucker

**Seconded:** Commissioner Baxley

**Board Discussion:** Mayor Robinson stated the increase should have raised the salary to at least \$70,000.00 especially if \$2,000.00 had already been discovered in the budget.

**Public discussion:** None.

**Vote:** Motion carried 4-1.

**Yes:** Vice Mayor Rogers; Commissioner Tucker; Commissioner Baxley; Commissioner Robinson

**No:** Mayor Robinson

## **I. Reports:**

- **City Clerk:** The March election qualifying period started this morning and ends Friday at noon.
- **City Attorney:** Is glad to be back at the Bunnell meetings. He thanked the Commission for the welcome they provided the attorneys from the firm who have been at the last few meetings.
- **City Manager:**
  - Chief Fraser has submitted his letter of resignation. The letter was forwarded to each Commissioner. Chief Fraser will remain on staff until the end of March.
  - The City received the FRDAP contacts for the Booe Street and Heritage Trails Park projects. Those will be placed on the next Commission agenda for approval.
  - The City should get some guidance from the State on the CDBG Grant for the Sewer Rehabilitation project.
  - The City is preparing to move forward with the REDI Grant Reclaim line extension project. The RFQ should be released soon.

- There is one candidate for the Engineer. He was pleased with the interview and anticipates the Interlocal Agreement with Flagler Beach for the sharing of the engineer to appear on the next Commission agenda. It is expected the engineer may be working as soon as the end of the month.
- A draft of a citizen survey was provided tonight. This was created to assist with the scoring for the grant the City will be trying to get for the hardening of City buildings.
- Donnie Nobles would like to hold a fundraiser for the Police Department. The funds raised would go to purchase body cameras for the Police Department. At this time, the event is planned for March 19, 2017 from 12:30 pm to 4:00 pm.
- The existing Police Department building is not in good shape. It is no longer fiscally responsible to continue to put money into the repair of the building. Currently, the City is planning to gradually move the Police Department into the main government services building.
- The City is looking into getting LED lighting for City facilities.
- **Mayor and City Commissioners**
  - **Commissioner Tucker:** None.
  - **Commissioner Baxley:** None.
  - **Commissioner Robinson:** None.
  - **Vice Mayor Rogers:** None.
  - **Mayor Robinson:** None.

**J. Call for Adjournment.**

**Motion:** Adjourn meeting at 8:26 PM.

**Motion by:** Vice Mayor Rogers

**Seconded by:** Commissioner Baxley

**Vote:** Motion carried 5-0.



Catherine D. Robinson, Mayor

1/23/2017

Date



Sandra Bolser, City Clerk

1/23/2017

Date