

CITY OF HAMPTON
Minutes, Regular Council Meeting
Tuesday, May 23rd, 2023, 7:00pm
5784 Navarre Ave., Hampton, FL 32044

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A COMMENT CARD AND RETURN TO THE CITY CLERK. PLEASE TURN OFF CELL PHONES.

Meeting Facilitator: Dale Wiseman, Mayor
Invocation followed by Pledge of Allegiance

ROLL CALL – City Clerk - Mayor Dale Wiseman, Councilman Frank Bryant, Chair Bill Goodge, Councilwoman Lillian Sams and Vice Chair Douglas Williamson. Councilwoman Dorothy Shealey was absent. Also present were City Clerk/Administrator Mary Lou Hildreth and City Attorney Will Sexton.

Public Comment - Please limit comments to 3 minutes and restrain from personal attacks, using an individual's name or making political statements.

1. **Public Hearings:** ORDINANCE NO. 2023-01: AN ORDINANCE OF THE CITY OF HAMPTON, FLORIDA, AMENDING THE SCHEDULE OF CAPITAL IMPROVEMENTS PLAN OF THE ADOPTED LOCAL COMPREHENSIVE PLAN PURSUANT TO PROCEDURES OF THE LOCAL GOVERNMENT AND COMMUNITY PLANNING ACT, CHAPTER 163, PART II, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDED AN EFFECTIVE DATE.

Ms. Hildreth read Ordinance No. 2023-01 by title only for the first reading. She explained this was a necessary update to the CIP as it has not been done since 2016. In addition, it is required for the forthcoming FRDAP grant application.

2. **Resolutions:** RESOLUTION 2023-01: A RESOLUTION OF THE CITY OF HAMPTON, FLORIDA, PRESERVING THE HAMPTON CITY HALL.

Ms. Hildreth advised this is required as part of the Department of State's Historical Grant application.

Motion to approve Resolution 2023-01 made by Chair Goodge, seconded by Councilman Bryant. Passed 4 - 0

3. **Proclamations:**

4. **Presentations:**

A. Report on Water and Streets – Wayne Hilton, from Swamp Cutters, advised they are currently focusing on the parks, removed old mulch, reshaped the playground at Bobbie Sheppard with new mulch, and installed 10 pallets of sod. Continued vandalism in the form of vehicles doing “donuts” at various places in Bobbie

Sheppard. Mr. Davis is requesting approval to put up a two-board fence, surrounding the area with pedestrian access and a lockable vehicle gate.

Mayor Wiseman questioned the exact location. Mr. Hilton described where they drive through and along the parking area and some by the east side of the park. They will look at the security cameras to identify the perpetrators. Mayor Wiseman requests that all vandal events be reported to the Sheriff, even if it is a miscellaneous report, in order to have a record for us and for them.

Motion to approve construction of the fence (up to \$5000) made by Councilman Bryant, seconded by Chair Goodge. Passed 4 - 0

B. Clerk/Admin Report -

- CDBG grant still waiting for executed contract. In environmental review process.
- ADT – original quote was \$1,976, when I called to advise it was approved we received an additional discount of almost \$400.
- Annual park safety inspection by FMIT to take place 5/30. Also applied for \$1000 FMIT Safety Grant to offset the cost of the new mulch.
- Darpro delivered the bleachers and they bought not one, but two sets! Thank you letter prepared for the Mayor's signature. Will also have donation signage prepared.
- She is working with Lana at the Bradford County Health Department to schedule a health and wellness fair, tentatively set for 7/29 at Bobbie Sheppard Memorial Park. It would be similar to a mini "Community Resource Hub" with a semi-truck from Feeding Northeast Florida providing food distribution, community agencies with informational tables, a mobile health van from UF, maybe some type of activities for kids, etc. We will need volunteers.
- Also met with the sales executive from Main Street Family Care and went over the services they provide. She has been invited to have a table at the health fair.
- Water looping Phase 2: A meeting was held with Ms. Hildreth, the engineer and U.S. Water to discuss some issues regarding the sod replacement. It was placed over mounded dirt and was not of good quality. They agreed with that observation and they will contact the subcontractor who did the work and have it rectified.
- Resilience grants: All secondary paperwork for both grants has been completed and submitted. Awaiting next steps from DEP.
- FDOT TAP Grant: Still awaiting a copy of the executed agreement between the County and FDOT. She did receive information on their engineer who is responsible for the design and reached out to him to advise we would like to be a part of the design and engineering phase as it is our property.

- FRDAP grant - Working with Andy Easton and Assoc. (Doug Sanders) on various aspects. Ordinance updating the CIP is on the agenda. Continuing to work on the narrative and the budget.
- Historical grant – The application is being finalized and we are procuring letters of recommendation from Bradford County Chair Andrews, Representative Grannan and Senator Bradley. The required Resolution is on tonight’s agenda. It is due June 1st. There is a 25% match, but considering the costs to replace the roof and the HVAC alone, it is well worth it to try again and hope we meet the criteria once again and the Governor does not veto it as he did to all state historical grants the first time.
- DEO’s grant cycle for Community Planning Technical Assistance Grant is opening and she will be submitting again for funding to update our LDRs (for the fourth time). There is no match required.
- AMI grant – She finally determined the city can piggyback on the meter contract and advised SRWMD with a copy of same. Advised Core and Main we can proceed. Awaiting word on what the timeline is for procuring all the meters and associated software.
- Cybersecurity Grant – Still waiting for word from the State. In the meantime, she met with an IT representative from James Moore and he reviewed our system and had recommendations. She received their network assessment report today. She replied to him to please provide associated costs to perform those recommendations, as well as what it would cost to have them on retainer for IT services. She also obtained information on two other IT companies – one that provides those services for Waldo and one that does so for Hawthorne that she will also be reaching out to.
- The annual CCR report has been posted on the city’s website, at City Hall and at the Post Office. Notice to customers will be on June’s water bills.
- Diamond Maps/Rev plan – on hold for now.
- CQR Census dispute needs followed up on.
- FY 22 Audit is being finalized and will be presented to the Mayor and Council at June’s council meeting.
- FACC Summery Academy is next month and she will be attending.

5. CONSENT AGENDA

ALL MATTERS UNDER THE CONSENT AGENDA AER CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. BACKUPDOCUMENTAION AND STAFF RECOMMENDATIONS HAVE BEEN PREVIOUSLY SUBMITTED TO THE CITY COUNCIL ON THESE ITEMS.

- A. Approval of Council Regular Meeting Minutes from 4/25/2023
- B. Financials/Account Payables for April 2023.

Motion to approve the consent agenda made by Vice Chair Williamson, seconded by Councilman Bryant. Passed 4 - 0

6. OLD BUSINESS:

7. NEW BUSINESS:

- A. CDBG Grand Administration Services and Engineering Services Contracts City Clerk/Admin

Ms. Hildreth stated these are required by the CDBD grant (even though we already do have contracts for both services with Andy Easton and ICE). The approval would need to stipulate that the Mayor can sign the contracts only after the City receives the CDBG procurement approval letter.

Motion to approve the contracts, with caveat that the Mayor executes them only after the procurement approval letter is issued by DEO made by Chair Goodge, seconded by Councilwoman Sams. Passed 4 - 0

- B. Water Rate Study City Clerk/Admin

Ms. Hildreth advised she had worked with Dyana at FRWA to perform an updated rate study. The last one was done in 2016. The first draft recommended raising rates by 27%. Ms. Hildreth reviewed the budget figures used by FRWA and found a discrepancy. The study was reworked and came back with a 15% rate increase recommendation. While maintaining our infrastructure is of paramount importance, the ability to obtain many grants recently to cover those costs can help to offset the need to currently severely increase the rates. Feeling this recommended increase was still too high, she reached out to Aclarian for an alternate review and after comparative studies and discussion the final recommendation was 5%. There was no increase in 2020 or 2022.

Motion to increase the water rates by 5% effective 8/1/23 made by Chair Goodge, seconded by Vice Chair Williamson. Passed 4 - 0

- C. Merri Lee Hornick Annual Review Bookkeeper

Ms. Hornick advised she was hired in 2014 at \$30 per hour. She had an increase to \$35, however after she considered the scope of work she was responsible for she thought it should be reduced to \$31, which she was at for 2 ½ years. In 2021 she was given a raise to \$32 for another 2 years. She is now asking for \$2.00 per hour to \$34. She works approximately 38 hours per month. While the bookkeeping scope of her work remains the same, she also had additional responsibilities with getting the audits caught up, as well as additional work with the accountant, Aclarian, on board to assist

with segregation of duties and the associated projects that adds to her workload. She is also requesting for two hours of PTO per month.

Motion to increase Ms. Hornick's pay rate to \$34 per hour and to provide 2 hours of PTO per month made by Vice Chair Williamson, seconded by Chair Goodge. Passed 4 - 0

D. Mary Lou Hildreth Annual Review

City Clerk/Admin

Ms. Hildreth advised that she also not had a raise in two years (despite inflation). She researched similar sized cities equal positions (i.e. both Clerk and Administrator). The cities of Waldo and Micanopy both have the same position and their rate (including insurance and retirement) is \$38 - \$39 dollars per hour. Hawthorne and Archer, which are Clerk only positions were at \$33 per hour, with separate Manager positions at higher salaries. She also presented a comprehensive list of all of the grants the city has been awarded over the 8 years of her tenure, which totals almost 4 million dollars, with additional grants in the process of being applied for. She loves Hampson, enjoys her position here and is very proud of the forward progress that has been achieved.

Motion to approve Ms. Hildreth's raise request to \$38 per hour made by Councilman Bryant, seconded by Chair Goodge. Passed 4 - 0

8. City Attorney Report

9. Council general announcements/discussions

Consensus of the Mayor and Council to research and review salaries by comparison of other similar municipalities.

10. Adjourn

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS SCHEDULED PUBLIC MEETING, THEY WILL NEED TO ENSURE THAT A VERBATIM TRANSCRIPT OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED. OTHER MATTERS OF CONCERN NOT LISTED ON THE AGENDA MAY BE DISCUSSED AS DETERMINED BY CITY COUNCIL. EX PARTE COMMUNICATIONS (SOMETIMES REFERRED TO AS LOBBYING OR INFORMATION GATHERING) BETWEEN A COUNCIL MEMBER AND OTHERS WHERE THERE IS SUBSTANTIVE DISCUSSION REGARDING A QUASI-JUDICIAL DECISION BY THE CITY COUNCIL MUST BE DISCLOSED BY THE COUNCIL SO THE PUBLIC MAY RESPOND TO SUCH COMMENTS BEFORE A VOTE IS TAKEN. ALL COUNCIL MEETINGS ARE AUDIO TAPED.

By:

ATTEST:

Dale Wiseman, Mayor

Mary Lou Hildreth, City Clerk/
Administrator