

**CITY OF HAMPTON**  
**Minutes, Regular Council Meeting**  
Tuesday, June 25th, 2024, 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, Councilwoman Dorothy Shealey, Chair Bill Goodge, Vice Chair Douglas Williamson and Councilwoman Lillian Sams. Also present were City Attorney Will Sexton and City Clerk/Administrator Mary Lou Hildreth.

**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:**

- A. ORDINANCE NO. 2024 – 02: AN ORDINANCE OF THE CITY OF HAMPTON, FLORIDA, AUTHORIZING INCLUSION OF THE CITY IN THE MUNICIPAL SERVICE BENEFIT UNIT ESTABLISHED BY BRADFORD COUNTY TO FUND THE PROVISION OF FIRE PROTECTION SERVICES EACH YEAR; PROVIDING FOR THE TERM OF SUCH AUTHORIZATION; AND PROVIDING AN EFFECTIVE DATE.

***Motion to approve Ordinance No. 2024-02 on first reading made by Vice Chair Williamson, seconded by Councilwoman Shealey. Passed 4 - 0***

- B. ORDINANCE NO. 2024 – 03: AN ORDINANCE OF THE CITY OF HAMPTON, FLORIDA, CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 5, 2024; PROVIDING FOR SUBMISSION TO THE ELECTORS FOR APPROVAL OR DISAPPROVAL OF A PROPOSAL TO REPEAL AND REPLACE THE EXISTING CITY CHARTER WITH A NEW, COMPREHENSIVELY REWORDED AND RESTATED CITY CHARTER THAT MAINTAINS THE CITY COUNCIL FORM OF GOVERNMENT AND UPDATES OTHER PROVISIONS AS STATED HEREIN AND BELOW; ESTABLISHING BALLOT TITLES AND SUMMARIES; PROVIDING FOR THE AMENDMENT OF THE CITY CHARTER; PROVIDING FOR PUBLICATION OF NOTICES; PROVIDING DIRECTION TO STAFF; PROVIDING FOR SEVERABILITY OF ORDINANCE PROVISIONS; REPEALING INCONSISTENT AND/OR CONFLICTING PROVISIONS; PROVIDING FOR MODIFICATIONS

ARISING FROM CONSIDERATION AT A PUBLIC HEARING; AND PROVIDING AN EFFECTIVE DATE.

***Motion to approve Ordinance No. 2024 - 03 on first reading made by Chair Goodge, seconded by Vice Chair Williamson. Passed 4 - 0***

**2. Resolutions**

**3. Proclamations:**

**4. Presentations:**

- A. James Moore, Hampton FY 23 Audit, Brendan McKitrick, Discussed the required communications highlighting the auditors' responsibility in relation to the financial statement audit, emphasizing key estimates such as the useful life of assets and the allowance for utility receivables. Important disclosures included information on capital assets, and it was noted that there were no significant difficulties or disagreements with management during the audit. Audit adjustments were recorded for state revenue accrual and ARPA revenue reclassification to unearned revenue.

The audit reports included an unmodified opinion on the financial statements and identified one material weakness in the report on internal control and compliance, with additional reports provided to the Florida Auditor General. Financial highlights revealed that revenues increased by \$169K to \$744K due to ARPA and SWRMD grant activities, while expenses rose by \$68K to \$446K due to grant expenditures. The governmental net position increased by \$120K to \$1.4M, with a decrease of \$37K in capital assets investment and an increase of \$157K in unrestricted funds. The business-type net position grew by \$178K to \$1.1M, with increases in both capital assets investment and unrestricted funds by \$101K and \$77K, respectively. The General Fund totaled \$526,379, with an unassigned fund balance at 115% of current expenditures (13-14 months in reserves), up from 99% in the previous year.

- B. Deputy Glenn Ward, BSO Deputy Patrols (was not notified prior to meeting, will contact for July meeting).
- C. Report on Water and Streets – Josh Davis, Swamp Cutters, absent. Ms. Hildreth did advise they have run into a few meters being “reversed” in the field when they were adding the radio ID information. They are in the process of correcting those to avoid wrong cutoffs/billing.

She also advised that the gas station next door has hired a small paving company, WW Whitehurst, LLC. to fix their lot and she obtained a quote for the City Hall parking lot. It came in at \$14,366.40 which includes removing and replacing the asphalt. A prior quote from Toritom from last year came in at \$13,590.00 but did not include removing, just paving over the existing surface. She has tried obtaining other estimates from other companies in the area with no success. She also noted that there are no grants for parking lot paving.

***Motion to approve paving the City Hall parking lot for the quote from WW Whitehurst made by Chair Goodge, seconded by Vice Chair Williamson.  
Passed 4 - 0***

D. City Clerk/Administrator Report:

- Appropriations request through the legislature for 1.1 million for upgrades to the water system approved for \$550,000. We made the Governor's budget! Ms. Hildreth is working with the engineers to see what additional funding the new well may need over and above the \$600,000 from the CDBG grant and then focus on what other water yard needs there are and prioritize those projects in order of the remaining funding.
- FRDAP grants – It appears the city also passed the budget on these two grants, one for each city park at \$50,000 apiece. Rep. Brannon had them listed in a mailer he sent out but we have not received the official word yet on the award.
- CDBG grant – Engineers finally received word from DEP that a variance is not needed and we can file for a regular permit.
- Still awaiting final close out of the SEARCH grant so we can submit engineering invoices for reimbursement.
- Resilience grants: Planning grant continues to move forward. Implementation grant is in the design and engineering phase, additional funding will be requested in the next cycle due to cost increases. Finally received the deliverable approval letter for the implementation grant, next step is to submit invoices and accompanying paperwork for reimbursement.
- Lead and Copper sampling to take place next month.
- Qualifying week is over. Only Douglas Williamson qualified. Two other packets were picked up but one person decided not to submit it and the other person did not meet the qualifying deadline. In November, Council will need to appoint someone to the vacant seat.
- ARC/CRH – The Community Resource Hub had their Grand Opening. Ms. Hildreth attended and presented them with a \$500.00 grant check awarded by the Northeast Florida League of Cities (our local chapter). The CRC is now open to the public the second and fourth Tuesday of the month from 10 – 2. Another food distribution was held on June 1<sup>st</sup>. They have now installed a “blessing box” for free non-perishable foods for the public. Please let your friends, family, neighbors, congregations, etc. know that there is a need for donations.
- Form 6 – A Federal injunction has held off the need to file Form 6 for the time being. Municipal elected officials may continue to file Form 1 (but online) for now. Contact the Commission on Ethics with any questions.

- Budget and Trim time – First Hearing 9/10 at 6:00 p.m., Second Hearing during the regular meeting on 9/24 at 7:00 p.m. Please mark your calendars, especially for the Final Hearing – we need full attendance.
- The new minisplit ACs are working wonderfully.

## 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 Regular City Council Meeting Minutes from April, 2024
- B. Financials/Account Payables for April and May, 2024

Ms. Hildreth pointed out that due to the excessive length of time it is taking to get reimbursement from the SEARCH grant and the two Resilient grants, she discussed options with the auditor, resulting in a “loan” from the General Fund to cover the already paid invoices (\$71K) and when the agencies remit payment it will “repay” the General Fund.

***Motion to approve the consent agenda made by Chair Goodge, seconded by Chairwoman Shealey. Passed 4 - 0***

## 6. OLD BUSINESS:

## 7. NEW BUSINESS:

- A. Hampton Villas Drainage Vegetation City Clerk/Admin

Ms. Hildreth stated the engineer requested she ask the council if they had any problem removing the overgrown vegetation in the right of way where the drainage project will go. There are no old growth/trees of significance and it would be costly to design the project around these two areas (picture of locations provided). Council consensus was that if it's in our right of way it can be removed. Chair Goodge will take a look at it and advise if he sees any problems.

- B. BSMP New FPL Light Easement City Clerk/Admin

Ms. Hildreth had been in discussion with FPL regarding LED lighting at the parks (since we terminated the FDACS grant). City Park has three lights but Bobbie Sheppard only has one on the east in. She requested a light on the east end (by the playground). FPL will require an easement to underground the electric and install the new light. Location map provided.

***Motion to approve the easement made by Chair Goodge, seconded by Councilwoman Shealey. Passed 4 - 0***

C. Legislative Appropriation Contact Designation City Clerk/Admin

Ms. Hildreth advised that the legislature requires a designated contact for the appropriation funding. She requested council confirm her as the designee.

**Motion to designate Ms. Hildreth as the contact person for the legislative appropriation funding made by Chair Goodge, seconded by Williamson. Passed 4 - 0**

D. Ordinance No. 2023-02 Employee Applicability City Clerk/Admin

Ms. Hildreth and Ms. Hornick requested to fall under the same language as the City Council regarding COLA increases. Council agreed that the City Clerk/Administrator and Bookkeeper salaries shall be increased automatically by an amount of three percent (3%) annually; so as to account for inflation and other, similar increases to the cost of living. Merit raises to be considered separately.

**Motion to approve the language as stated made by Councilwoman Sams, seconded by Chair Goodge. Passed 4 - 0**

**8. City Attorney Report**

**9. Council general announcements/discussions**

Vice Chair Williamson expressed concern regarding the corner of Dollar General not being mowed, would like to contact county to care for it. Also would like to see banners on the main stretch of Navarre Ave – Christmas and Centennial banners for the 100 year anniversary of the city next year. Ms. Hildreth will obtain pricing.

**10. Adjourn**

IF A PERSON DECIDES TO APPEAL NAY 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 REFERED 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 TAKE. ALL COUNCIL MEETINGS ARE AUDIO TAPED.

By:

ATTEST:

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Dale Wiseman, Mayor

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Mary Lou Hildreth, City Clerk/Administrator